

STUDENT HANDBOOK

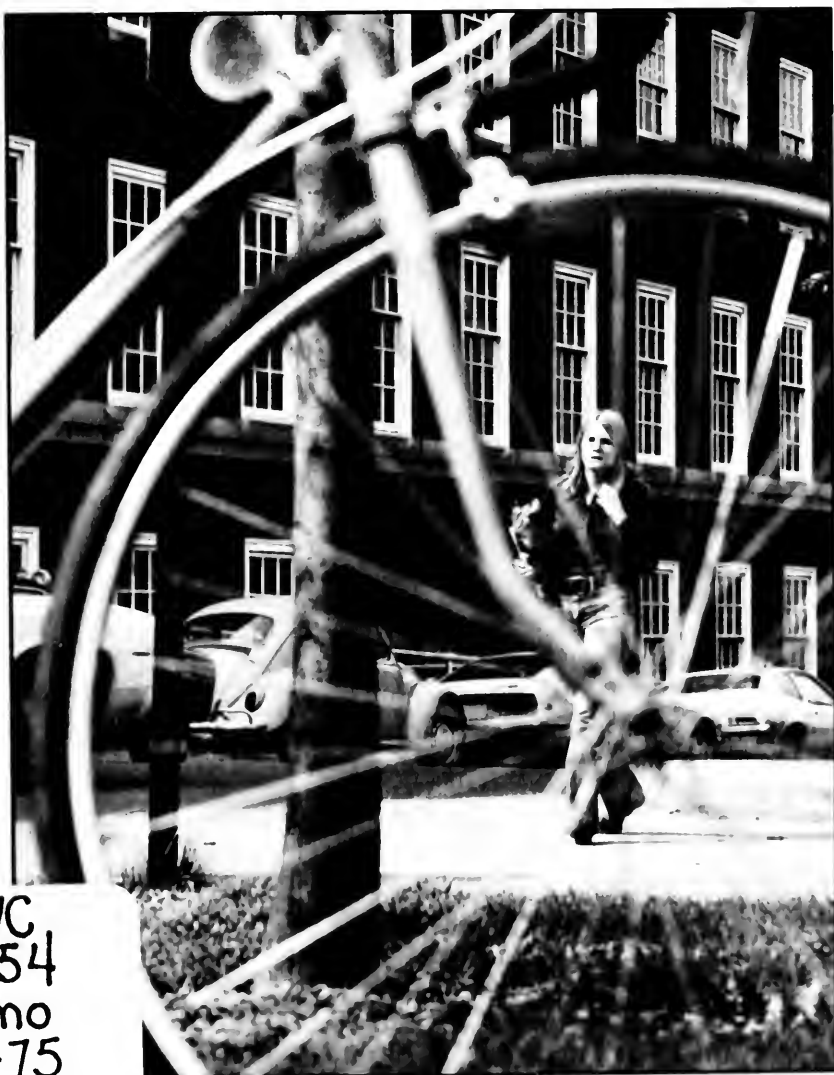
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West Virginia University

STUDENT HANDBOOK 1974-75

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It is the policy of West Virginia University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff solely on the basis of individual qualifications and merit without regard to race, sex, religion, age, or national origin.

The University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, or national origin.

Facts About WVU

Date Established: 1867.

Type of Institution: Comprehensive State and Land-Grant University, established under Morrill Act of 1862.

Major Functions: Teaching, research, off-campus education.

Accreditation: Member, North Central Association of Colleges and Secondary Schools. All WVU educational programs are fully accredited by North Central Association and by appropriate accreditation agencies of professional schools.

Major Academic Divisions: College of Agriculture and Forestry, College of Arts and Sciences, College of Business and Economics, Creative Arts Center, School of Dentistry, College of Engineering, Graduate School, College of Human Resources and Education, School of Journalism, College of Law, School of Medicine, Division of Military Science (ROTC) and Division of Air Force Aerospace Studies (ROTC), School of Mines, School of Nursing, School of Pharmacy, School of Physical Education, School of Social Work.

Branches: Potomac State College at Keyser, Charleston Division of the WVU Medical Center, Greenbrier Valley Extension Center near Lewisburg. WVU has six area offices and extension offices in all fifty-five counties. The University operates the State 4-H Camp at Jackson's Mill, Lewis County.

Degrees Offered: Bachelor, master, doctorate, professional.

President: James G. Harlow.

Plant: Downtown, 75 acres; Evansdale, 275 acres; Medical Center, 260 acres; experimental farms and forest acreage, 11,000.

Libraries: 1,000,000 items (including approximately 750,000 physical volumes), 45,000 reels of microfilm, over 50,000 technical reports, and 450,000 microcards. Some 30,000 volumes are added each year, and 7,000 periodical titles are received.

Enrollment: Statewide total of 20,000.

WVU Nickname: Mountaineers.

Colors: Old gold and blue.

Traditions: Homecoming Weekend, Freshman Orientation, Link Day and Military Awards Ceremonies (when honor society members are initiated and military honor students are recognized), Pitt-WVU rivalry (the University of Pittsburgh is WVU's traditional football foe).

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Health Service	293-2311
Emergency Ambulance Service	293-3136
Campus Security Officers	293-3136
State Police	599-1101
City Police	296-4451
Fire Department	292-8492
or University Operator	



Who/Where to Call for Answers

If you have a question about West Virginia University, check this listing for the office which can best assist you.

QUESTION	TELEPHONE
Academic Advising Center <i>Charles W. Connell</i>	293-4805
Admission to WVU <i>Admissions and Records</i>	293-2121
Agriculture and Forestry <i>R. S. Dunbar, Jr.</i>	293-2395
Air Force ROTC <i>Col. Howard A. Thornhill</i>	293-5421
Ambulance Service	293-3136
Appalachian Center <i>Ronald L. Stump</i>	293-5691
Arts and Sciences <i>John C. Wright</i>	293-4612
Arts Information <i>Richard E. Duncan</i>	293-4841
Athletic Policies <i>Leland E. Byrd</i>	293-5621
Publicity <i>Dick Polen</i>	293-2821
Tickets <i>Thomas A. Grayson</i>	293-3541
Black Students Advisers <i>Mr. and Mrs. Horace E. Belmear</i>	293-4404
Book Store <i>Ruth Robinson</i>	293-2711
Business and Economics <i>Jack T. Turner</i>	293-5649
Commencement Activities <i>Robert D. Slonneger</i>	293-4031
Counseling Service <i>James F. Carruth</i>	293-4431
Creative Arts Center <i>Richard E. Duncan</i>	293-4841
Daily Athenaeum <i>Newsroom</i>	293-5092
Dean of Student Educational Services <i>Joseph C. Gluck</i>	293-5811
Dentistry <i>W. Robert Biddington</i>	293-2521
Draft Information <i>Bennett House</i>	292-4061/2
Employment (Student)	<i>Personnel</i> , 293-5011; <i>Work-Study</i> , 293-4401
Engineering <i>Chester A. Arents</i>	293-4821
Foreign Students <i>Barbara R. Alvis</i>	293-2981
Fraternities <i>Gordon R. Thorn</i>	293-5813
Graduate School <i>Stanley Wearden</i>	293-4920
Health Service (Student)	
Medical Center Office	293-2311
Downtown Satellite	293-2898
Housing <i>Robert A. Robards</i>	293-3621
Human Resources and Education <i>William G. Monahan</i>	293-5703
ID Cards (Lost) <i>Joseph C. Gluck</i>	293-5811
Information <i>Mountainlair</i>	293-3701
Intramural Sports	
Men <i>Richard J. Rurak</i>	293-5221
Women <i>Barbara Zimmer</i>	293-5221
Journalism <i>Guy H. Stewart</i>	293-3505

QUESTION

TELEPHONE

Law <i>Willard D. Lorensen</i>	293-4321
Library <i>Robert F. Munn</i>	293-4040
Lost and Found <i>Building where lost or Mountainlair</i>	293-3701
Medical Service <i>Student Health Service</i>	293-2311
Medicine <i>John E. Jones</i>	293-4511
Rooms in Mountainlair	293-2702
Military Science (ROTC) <i>Col. Duquesne A. Wolf</i>	293-2911
Mines <i>Jay H. Kelley</i>	293-3615
Mountainlair	
General Information	293-3701
General Policies	293-2702
Program Office	293-4406
Recreation Center	293-2203
Student Graphics	293-2702
News Service <i>Robert P. Fullerton</i>	293-3741
Nursing <i>Lorita D. Jenab</i>	293-4831
Ombudsman <i>Stacy L. Groscup</i>	293-3097
Orientation (New Students) <i>Herman L. Moses</i>	293-2814
Parking (General Policies) <i>Eugene F. Powell</i>	293-5502
Peer Advising Center	293-6643
Pharmacy <i>Louis A. Luzzi</i>	293-5211
Physical Education <i>C. Peter Yost</i>	293-3823
Placement Service, <i>Frank G. Carney</i>	293-2221/2
Post Office <i>Stewart Hall</i>	293-4050
Records <i>Admissions and Records</i>	293-2121
Recreation <i>David H. Taylor</i>	293-5221
Registration <i>Admissions and Records</i>	293-2121
Residence Halls (Policies) <i>Betty Boyd</i>	293-5611
Residence Halls (University supervised)	
Arnold Hall	293-2840
Boreman Hall	293-5657
Dadisman Hall	293-4601
Stalnaker Hall	293-2520
Towers	293-2814
Scholarships and Loans (enrolled students) <i>Joe Summers</i>	293-3331
Semester Calendar (<i>Student Educational Services</i>)	293-4406
Social Work <i>Leon H. Ginsberg</i>	293-5441
Sororities <i>Mrs. K. Jamison</i>	293-4397
Student Organizations <i>Mountainlair</i>	293-4397
Student Government <i>Mountainlair</i>	293-3004/293-4403
Student Health Service	
Hours	293-2311
Insurance	293-2311
Policies	293-2311

QUESTION	TELEPHONE
Student Loans (collection and exit interviews) <i>Bill Watson</i>	293-3310
Student Publications <i>John Luchok</i>	293-3021
Student Volunteer Programs <i>Virgil A. Peterson</i>	293-5351
Tickets	
Athletic Events	293-3541
Cultural Events, Pop Concerts, Film Series, Plays	293-4406
Tour Guide (WVU)	293-3702
Transcript Requests <i>Admissions and Records</i>	293-2121
Transportation (Inter-Campus Buses) <i>Eugene F. Powell</i>	293-5502
Veterans <i>Oliver J. Collier</i>	293-5241
Women's Information Center	296-4061
Work-Study Program <i>Kenneth R. Sears</i>	293-4401





University Calendar, 1974-75

First Semester

August 25, Sunday, to August 27,
Tuesday, incl. Freshman Orientation
August 26, Monday General Registration, First Semester
August 27, Tuesday General and Freshman Registration
August 28, Wednesday First Classes, First Semester
September 2, Monday Labor Day Recess
October 8, Tuesday Faculty Assembly Meeting
October 18, Friday Mid-Semester
October 24, Thursday Mid-Semester Reports Due
November 27, Wednesday, to December 1,
Sunday, incl. Thanksgiving Recess
December 13, Friday Last Classes, First Semester
December 16, Monday, to December 21,
Saturday, incl. Final Examinations, First Semester
December 22, Sunday, to January 5,
Sunday, incl. Christmas Recess

Second Semester

January 6 and 7, Monday and Tuesday . . General Registration, Second Semester
January 8, Wednesday First Classes, Second Semester
February 7, Friday West Virginia University Day (not a holiday)
February 17, Monday Washington's Birthday Recess
March 1, Saturday, to March 9, Sunday, incl. Spring Recess
March 10, Monday Mid-Semester
March 17, Monday Mid-Semester Reports Due
March 31, Monday Easter Recess
April 8, Tuesday Faculty Assembly Meeting
May 2, Friday Last Classes, Second Semester
May 5, Monday, to May 10,
Saturday, incl. Final Examinations, Second Semester
May 12, Monday Grade Reports for Graduating Seniors
and Graduate Students Due in Deans' Offices
May 13, Tuesday Deans' Reports of Graduates Due in
Office of Admissions and Records
May 17, Saturday Alumni Day
May 18, Sunday Commencement

The academic year is divided into two semesters of approximately seventeen weeks each and a summer session of nine weeks.



This Is West Virginia University

Although almost 17,000 students enroll annually on the Morgantown campuses, West Virginia University has maintained a friendly, informal atmosphere while growing into a university with all the advantages that academic diversification can offer.

Learning at WVU first means learning your way around. Most undergraduates quickly become familiar with WVU's *Downtown Campus*, the center for academic work in the arts and sciences, business and economics, journalism, and mining. The Downtown Campus is the center of extracurricular and social activities. Landmarks include Mountainlair, the campus activities center; the Library; colonial Moore Hall; and Woodburn Circle, the ring of oldest WVU buildings. The mast of the battleship *U.S.S. West Virginia* on Memorial Plaza dominates the scene as students move from class to class. About 1,700 undergraduates are housed in University residence halls on the Downtown Campus.

An inter-campus bus system, one of the largest in the nation serving 2.5 million passengers a year, connects the Downtown Campus with WVU's two other Morgantown campuses: Evansdale and the Medical Center. *Evansdale Campus*, the site of most of WVU's expansion, offers the specialized disciplines: creative arts, engineering, forestry, agriculture, education, and social work. The Creative Arts Center houses music, art, and drama, and across the highway physical education students and athletes use the Coliseum and its surrounding facilities. The Towers Residence Halls house 1,800 students. The *Medical Center* is the sprawling home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, dentistry, dental hygiene, and the basic medical sciences. University Hospital, a logical extension of the health sciences classrooms, is a statewide referral center for diagnostic and treatment services. On a knoll overlooking the Medical Center is the new College of Law Building.

The University administers an off-campus educational program that touches the lives of thousands. WVU Appalachian Center field personnel work in all of West Virginia's 55 counties—helping low-income families improve their diets, expanding educational opportunities, and developing community advancement programs. Other units of the Appalachian center work with labor unions; educate firemen, and teachers throughout the state; and investigate economic development problems.

For research and demonstration purposes, WVU operates over 11,000 acres of experimental farms and forests in nine counties, a biological station in Preston County, and a geology camp in Greenbrier County. The University also administers two-year Potomac State College at Keyser.

WVU offers its students a variety of off-campus learning experiences—working in a state mental hospital and with social welfare agencies; serving as interns in state government; touring the state with the only free traveling Puppet

Mobile in the United States or with performing musical groups; overseas courses in foreign languages, the humanities, and social work; seaside biology and geology courses at Lewes, Del., and Wallops Island, Va., through the Marine Science Consortium, and geology classes at the Florida Keys; a U. S. tour in agriculture; and a program in Renaissance and Eighteenth Century Studies at the Folger Shakespeare Library in Washington, D. C.

Innovative courses and programs have been developed at a rapid rate in recent years including a teaching method called guided design in freshman engineering, chemical engineering, wildlife management, rehabilitation counseling, the history of drama, and in an interdisciplinary course on the nature of evidence. The Exxon Education Foundation is offering WVU's guided design as one of only four innovative general teaching methods that it will help finance for other universities and colleges to implement.

According to American College Testing, WVU students rank measurably above average in potential among all college students. WVU has sent 17 Rhodes Scholars to Oxford University and has produced 34 Fulbright Scholars. In 1973, a team of students from the College of Law won the Philip C. Jessup International Law Moot Court Competition. And in 1974 four senior landscape architecture students from the College of Agriculture and Forestry won first place in a national student design competition sponsored by the American Institute of Landscape Architects (Harvard finished second; Penn State, third; and another WVU team, fourth).

West Virginia University is owned by the people of West Virginia who, through their Legislature, have delegated responsibility for the University's operation to the West Virginia Board of Regents. The Board consists of nine members, appointed by the Governor with advice and consent of the State Senate, and an ex officio member, the State Superintendent of Schools. A seven-member WVU Advisory Board is appointed by the Board of Regents to advise the University President.

The President, who is appointed by the Board of Regents, is the chief executive officer of the University as well as its principal academic officer, a role which his position as presiding officer of the University Senate symbolizes. The President's Office staff includes the vice-presidents, provosts, and assistants to the president.

The faculty participates in decision-making through the University Senate, which is comprised mainly of professors elected by their faculty constituencies. For non-teaching employees, there is the Staff Council, which consists of twelve members elected by their fellow employees in six occupational groups, and International Laborers Union Local 814, AFL-CIO, which represents many employees.

Students are widely involved in the decision-making process at WVU with 125 students serving on 65 University committees, including 13 students on University Senate committees. Students elect their own student government that communicates student views to the University community. Student Administration and other student organizations have initiated major reforms such as abolishing residence hall hours for women and a limited pass-fail grading system.

An increasing number of WVU students are committing themselves to helping create a better society. For instance, several hundred students devote at least three hours a week to tutoring disadvantaged children who live in communities near Morgantown.

Student Fees

293-2121

Student fees, which are subject to change, include payments for rooms, meals, tuition, registration, and other activities.

Semester fees for full-time students include:

West Virginia Students	Out-of-State Students
\$ 40.00 Tuition	\$205.00
50.00 Registration*	250.00
10.50 Athletics	10.50
4.25 Inter-Campus Bus System	4.25
1.50 Daily Athenaeum	1.50
23.00 Health, Counseling, and Program Services	23.00
20.00 Mountainlair Construction	20.00
10.00 Student Educational Services	10.00
\$159.25	\$524.25**
Undergraduate Non-resident Student Service Fee	100.00
	\$624.25***

*Tuition and fees for all but Medical Center students and all registration fees are used to retire bond issues that financed construction of University buildings. Funds in excess of this amount are used by the West Virginia Board of Regents. Tuition fees paid by Medical Center students are used for Medical Center operations. West Virginia students in dental hygiene, law, medical technology, nursing, pharmacy, and physical therapy pay \$55.00 tuition and a \$50.00 registration fee (\$230 and \$250 for out-of-state students in the same disciplines). In-state students in dentistry and medicine pay \$117 tuition and a \$50.00 registration fee; out-of-state dental and medical students, \$335 and \$250. All of these students also pay the \$69.25 in other fees detailed above. All out-of-state students but dentistry, medicine, and law pay the Undergraduate Non-resident Student Service Fee.

- **Graduate Students (Out-of-State).
- ***Undergraduate Students (Out-of-State).

For information concerning policies and rules governing the academic programs at West Virginia University, students are referred to the current *WVU Undergraduate Catalog* or *Graduate Catalog*.



Student Services

Recreation

Recreation-Intramural Sports

This program is primarily concerned with stimulating and maintaining interest, coordinating and providing the services and conveniences in such program areas as Men's Intramural Sports, Women's Intramural Sports, Sport Clubs, Unstructured Activities, Sport Equipment Rental, Arts and Crafts, Photography, Special Events, Mountainlair Games Area, and Co-recreation. These programs are geared to develop an appreciation for the meaningfulness and importance of your use of leisure time. For more information, visit the Recreation-Intramural Office at Stansbury Hall or call 293-5221.

Facilities

The following recreational facilities are provided for student, faculty, and staff use:

Coliseum (indoor)—4-wall handball, squash, paddleball, racquetball, basketball, wrestling, jogging, weightlifting, golf cages, volleyball, and badminton.

Coliseum (outdoor)—Tennis courts, soccer field, baseball field, intramural playing field, practice football field, all-weather track, horseshoe pits, and archery targets.

Stansbury Hall—Badminton, basketball, volleyball, single-wall handball, golf cages, and gymnastics.

Towers—Tennis courts, outdoor basketball courts, play field, and Arts and Crafts Center.

Mountaineer Field—Jogging, softball, frisbee, and flag football.

Van Voorhis Field—Softball, football, and jogging.

Old Mountainlair Pool—Swimming and water polo.

Mountainlair—Bowling, billiards, table tennis, chess, checkers, bridge, and photography.

Golf Course—Full-time students may use the 9-hole University golf course, open from March 1 through November 30. Annual greens fees are \$65.00 for eligible individuals and \$100 for eligible families (spouse and children under 18 years old). Daily greens fees are \$1.50, Mondays through Fridays, and \$2.00, Saturdays, Sundays, and holidays. For more information, call the School of Physical Education, 293-3823.

Equipment

Sports and recreational equipment may be obtained by completing an equipment card and presenting it along with your ID to the cage attendant in

Stansbury Hall or the Coliseum. Recreational equipment such as skis, canoes, tents, sleeping bags, etc., may be rented at the Recreation Center in Mountainlair.

Hours

Coliseum—Open 4:00 p.m. to 10:00 p.m., Monday through Friday. During basketball season open 7:00 p.m. to 10:00 p.m., Monday through Friday. Open 8:00 a.m. to 8:00 p.m., Saturdays. *Coliseum Handball and Squash Courts*—Open 4:00 p.m. to 10:00 p.m., Monday through Friday. Open 8:00 a.m. to 8:00 p.m., Saturdays. *Coliseum Weight Room*—Open 3:00 p.m. to 9:30 p.m., Monday through Thursday. Open 3:00 p.m. to 8:00 p.m., Fridays. Open 10:00 a.m. to 4:00 p.m., Saturdays. *Stansbury Hall*—Open 6:00 p.m. to 10:00 p.m., Monday through Friday. Open 10:00 a.m. to 10:00 p.m., Saturdays. Open 1:00 p.m. to 5:00 p.m., Sundays. *Old Mountainlair Pool*—Open 7:00 p.m. to 10:00 p.m., Tuesday, Thursday, and Friday. Open 4:00 p.m. to 9:00 p.m., Saturday and Sunday. *Coliseum Tennis Courts*—Open 4:00 p.m. to dark, Monday through Friday. Open 8:00 a.m. to dark, Saturday and Sunday. *Outdoor Facilities*—Open daily, daylight to dark. *Arts and Crafts Center (Towers III)*—Open Noon to 10:00 p.m., Monday through Thursday, 6:00 p.m.-9:00 p.m., Friday, 1:00 p.m.-9:00 p.m., Saturday. (*Mountainlair*)—Open 8:00 a.m. to Midnight, daily.

An ID card must be presented for admittance to recreational facilities.

Financial Aids

293-5242

Financial aids available to students consist primarily of scholarships or grants (gift aid with no formal commitment for services or repayment during or following school), loans, and employment (work-study program). Certain units of the University also have a limited number of specialized awards for promising students. All students in good standing are eligible to apply for financial aid. Applications are reviewed to determine need and academic merit or potential.

If you want to apply for financial aid, contact the Office of Financial Aids in Mountainlair. This office coordinates the undergraduate scholarship, loan, and work-study employment programs. Applications for enrolled students are available January 1 for the following summer and academic year. The deadline for filing is March 1. These dates apply to students applying initially as well as those requesting renewal of their aid.

Graduate students should contact the dean of the college or school in which they intend to do their academic work for information about assistantships or fellowships.

Veterans of the armed forces may find out about programs that benefit them by contacting the Veterans Coordinator in Mountainlair.

Job Opportunities

293-5011

You may learn about possible student job opportunities, which are very limited, by contacting the Office of Personnel at 511 North High St.

Residence Halls Programs

293-5503/5611

The Residence Halls Programs Office in Moore Hall supervises the five University-owned residence halls, whose operation and maintenance are under the direction of the Housing Office.

All freshmen must live in University-supervised housing. Exceptions to this rule can be explained by Residence Halls Programs Office personnel.

Room reservations are made for the entire academic year and, once committed, students cannot be released during the year to live elsewhere. This policy is required because of legal obligations to the bondholders whose funds made possible construction of the residence halls.

Professionally trained head residents and selected resident assistants are in each of the halls to assist you if problems arise.

University-supervised residence halls are primarily intended for use by freshmen. Therefore, the policies that govern the residence halls are designed to aid freshmen in the sometimes difficult transition to university life. Sophomores, juniors, and seniors voluntarily choose to live in University-supervised residence halls and thus voluntarily accept these policies.

(For detailed information concerning residence halls at WVU, see **Appendix C.**)

Housing

293-3621

The Housing Office, 440 Medical Center Dr., maintains current listings of rentals available in the Morgantown area. These listings include sleeping rooms, houses, apartments, mobile homes, sublets, private residence halls, and facilities to share. Staff members are available for counseling on all aspects of off-campus living.

Information is available at the Housing Office on federal and state fair housing laws. Direct contact is maintained with the student attorney, who handles student legal problems. No discrimination is tolerated in University owned or listed housing. Students are urged to report discrimination complaints; if such a complaint is received against any landlord the property is removed from the listings. Notification to the offender is then made stating the reason for the action taken.

The Housing Office has no legal authority to control standards of off campus housing. However, students with complaints about substandard facilities are referred to the proper local authorities for investigation. Any problems incurred in off-campus housing may be discussed with the Housing Office staff.

Health Service

293-2311

The University Health Service provides primary medical care for students, staff, and faculty. All enrolled students who pay the activities fee and have a current ID card (which must be shown) are eligible for services without additional charge. Part-time students, graduate students, staff, faculty, and other WVU students who have not paid the activities fee may use the Health Service on a fee-for-service basis in addition to paying for all tests incurred during their visit. Families of students, staff, and faculty are not eligible.

The Health Service is located on the ground floor of the University Hospital. A Health Service Satellite Station is located in the Student Services Center on the Downtown Campus. Services provided to eligible students without charge include: general ambulatory care, laboratory and radiology testing as ordered by Health Service physicians, nominal contribution toward inpatient charges incurred at University Hospital, and Emergency Room services at University Hospital when the Health Service is closed.

Service is provided on an appointment basis except for those illnesses requiring acute care that cannot wait for an appointment. Health Service hours are listed below. Specialty care in the following nine areas is also provided on an appointment basis: gynecology, allergy, preventive medicine, dermatology, infectious diseases, urology, endocrinology, cardiopulmonary medicine, and behavioral medicine and psychiatry. Cases requiring care not provided by the Health Service are referred to the Medical Center Outpatient Clinics where the student is responsible for all charges incurred. Students with illnesses requiring hospitalization are referred to the University Hospital. No dental care is provided by the Health Service.

A voluntary insurance plan is available to supplement medical care offered by the Health Service and to provide coverage for dependents. This plan provides payment toward hospitalization, surgical and medical fees, and other medical costs. For details of the plan, study the brochures that are mailed to each student every summer, that are available at registration, and that can be obtained at the Health Service.

Health Service Hours

Medical Center, Ground Floor—293-2311

Regular Hours—8:30 a.m.-5:00 p.m., Monday through Friday,
except 12:30-1:30 p.m. on Thursdays

Limited Service Hours—5:00-8:00 p.m., Monday through
Friday
9:00 a.m.-12 Noon, Saturday and Sunday

Downtown Campus Satellite—293-2898

9:00 a.m.-5:00 p.m., Monday through Friday

Speech and Hearing Clinic

293-4242

Evaluation and correction of speech and hearing disorders are goals of the Speech and Hearing Clinic (805 Allen Hall), a facility of the Division of Clinical Studies, College of Human Resources and Education. You may seek help for stuttering problems, voice defects, articulatory errors, foreign dialect, etc. Hearing tests and aural rehabilitation services are available at the Clinic. Contact the director for an appointment.

Counseling Service

293-4431/2

Take a course in yourself. Individual or Group Exploration. *Prerequisites*—be a student.

Non-Courses

101: Where am I?

102: What are my chances in which program?

103: Self-made traps for college students.

104: Self vs. System.

105: Impacting on your interpersonal environment.

106: The right and wrong way to be angry.

107: Stop the world; I want to get off!

Staffed by professionals concerned about students.

Third Floor, Student Services Center, Downtown Campus.

Placement Service

293-2221/2

The Placement Service, in Mountainlair, serves not only students who are graduating, but also freshmen, sophomores, and juniors in career planning and in locating summer and permanent employment. By providing information about the changing employment market for college graduates, and by helping to relate interests to job possibilities, Placement Service personnel can aid you in making a realistic career choice. Resource material is available for your use. Placement Service personnel can counsel you on techniques of job applications and interviews; aid you in locating job sources, both usual and unusual; and provide registered students' credentials to potential employees. At scheduled times throughout the year, representatives of business, schools, industry, and government visit WVU to recruit new employees. The Placement Service handles these visits and makes appointments for interested students.

Black Student Office

293-4404

The Black Student Office in Moore Hall houses the Black Student Advisers, who serve as the official liaison with black students at WVU.

On request, this office provides advice and assistance to black students concerning admission procedures, housing, employment opportunities, and University policies in general.

Complaints about discriminatory practices are processed through this office.

Foreign Student Office

293-2981

The Foreign Student Office in Moore Hall is the focal point for several hundred international students from over fifty countries enrolled at WVU. The first stop for the foreign student when he arrives on campus, this contact is maintained throughout the student's stay. By providing information and advice about immigration and University regulations and policies, plus University and community facilities, the Foreign Student Office serves as a link between the student, the University administration, and the U. S. Immigration and Naturalization Service.

Cultural exchange between international students and the campus community is another activity of the Foreign Student Office. In cooperation with the International Student Association (open to both foreign and American students) and the several organizations of national groups, special events (such as International Night) are held throughout the year. The Foreign Student Office Host Family Director operates the Host Family Program through which residents of the Morgantown area open their homes to international students. In addition, the Director conducts an International Wives Circle for wives of foreign students, foreign faculty, and foreign wives of American students.

Other Services and Facilities

Library

293-2440

WVU's library system is notable in several fields. The collections in botany, chemistry, engineering, sociology and anthropology, the Appalachian region, West Virginia history, and East Africa are very strong. Special collections include the West Virginia records from many counties. The Rare Book Room contains limited editions, including four Shakespeare Folios, and first editions of many works of Dickens, Scott, and Clemens.

The libraries are located throughout the campuses and the hours are posted. The central Library is the largest and offers a variety of services. Besides the reference, reserve, and rare book rooms, the Library maintains the West Virginia Room and photoduplication services, including microfilm and copying machines.

Specialized libraries for your use include Agriculture-Engineering Library (Engineering Sciences Building); Law Library (College of Law); Mathematics Library (Eiesland Hall); Medical Center Library (Basic Sciences Building); Physical Sciences Library (Chemistry Research Laboratory); and Music Library (Creative Arts Center).

Book Store

293-2711

University Book Store hours are 8:30 a.m.-4:45 p.m., Monday-Friday; open certain Saturdays for special events which are posted in advance.

The Book Store sells general books in all categories, as well as textbooks, paperbacks, school, office, and laboratory supplies, photographic and optical equipment, sporting goods, and University-imprinted gift items and wearing apparel. Each campus store has an out-of-print book department.

The stores sell all books to students and staff at a discount of 5 per cent of the publishers' list prices. Students are urged to stop in the Book Store Manager's office with questions and suggestions concerning prices and policies. There is a Book Store Student Advisory Committee appointed by Student Government. Interested students are urged to apply for appointment.

The Downtown Campus Book Store is in a wing of Mountainlair; the Medical Center store is in the Basic Sciences Building (ground floor); the Evansdale store is in the Engineering Sciences Building (ground floor).

The University Book Store is completely self-supporting. State law specifies that the Book Store can obtain no financial support from any outside sources. All monies earned by the Book Store must be used to completely finance its operations.

The Downtown Campus Book Store operates a student craft shop. Any student having his own handicraft which he would like to offer for sale may bring samples of his work to the Book Store, establish his selling price, and, subject to Book Store acceptance of the craft, place it in the shop for sale.

As an additional service to students, the Book Store purchases used textbooks. Prices paid are determined solely by local use of the textbooks and their national market value established by price guides issued by wholesale used college textbook dealers.

Further information about Book Store financing and services is available at the book stores.

Academic Advising Center

293-4805

A centralized team-concept advisory system for all lower-division students in the College of Arts and Sciences and those students in pre-professional programs leading to majors in business and economics, education, forestry, journalism, medical technology, nursing, pharmacy, and physical therapy, has been established.

The Academic Advising Center is located in the Student Services Center near Mountainlair on College Avenue. Hours are 8:15-12:00 and 1:00-5:00, Monday through Friday.

Students' records and advisers are in a central location and the Advising Center staff—including faculty members, graduate, and upperclass students—is available to advise and help students. Individual advising, group advising, and orientation to study techniques, career opportunities, and adjustment to University life are provided to help students learn about their University and its many services and facilities to help them make the most of the opportunities of their academic life.

Questions from students or their parents about academic matters in the College of Arts and Sciences should be directed to the Assistant Dean, Academic Advising Center.

Writing Laboratory

293-4460/1

If you would like to improve your writing ability, the Department of English offers special instruction at its Writing Laboratory on the first floor of Oglebay Hall Annex. A branch of the lab also is open in the Towers library. The Annex is open Monday-Friday during the day; the Towers branch is open during the evenings. The Writing Laboratory serves students who are weak in writing and those who are strong but want to become stronger. The staff provides individualized instruction in all kinds of writing—from research papers to personal letters to the great American novel.

Reading Laboratory

293-4997

If you would like to read and study more efficiently, the University Reading Laboratory (URL) is available to assist you. The URL is on the first floor of Old Mountainlair with offices in Room 22, open from 8:30 a.m. to 5:00 p.m. daily. Special small group instructional work is available in several areas of reading and study skills, and instructional arrangements are made according to student needs

and schedules. Students may also work independently utilizing materials and machines available in the URL. The URL serves students who want basic help in reading as well as those who have developed good basic reading skills but who wish to increase their reading rate or improve their study efficiency. Students are also welcome to come in to talk over a specific reading or study problem.

Check Cashing

293-3701

You can cash checks at the Mountainlair Information Desk. There is a service charge of ten cents, and your student identification card must be presented. The maximum amount is \$25.00.

Check cashing hours are: Monday through Friday, 8:00 a.m.-6:00 p.m., Saturday, 11:00 a.m.-2:00 p.m.

Copy Centers

Book Store—293-4351

Communications Building—293-5897

The WVU Office of Publications furnishes copy service of University work to students, faculty, and staff through copy centers located in the Mountainlair Book Store and the Communications Building on Patteson Drive.

Clear, typewritten, or legible copy on white paper is necessary to achieve good reproduction. The copy centers are capable of reproducing master's theses and doctoral dissertations according to Graduate School standards.

Price sheets for copy service are available at the copy centers.

Intercollegiate Athletics

293-5621

WVU has a comprehensive intercollegiate athletic program consisting of teams in football, cross country, basketball, wrestling, baseball, swimming, gymnastics, track, tennis, rifle, golf, and soccer, as well as a women's program including teams in tennis, gymnastics, and basketball. Women's intercollegiate teams compete in basketball, gymnastics, and tennis. Major athletic facilities are Mountaineer Field, WVU Coliseum, a soccer field, baseball field, all-weather olympic track, ten tennis courts, and a natatorium under construction scheduled for completion in January, 1975. All intercollegiate athletic activities are administered under the president of WVU, the director of athletics, and the Athletic Council which is composed of five faculty members, two alumni, and two students elected by the student body.

WVU is a member of the National Collegiate Athletic Association and of the Eastern College Athletic Conference.

To be eligible for participation in University athletic events, sophomores must have a 1.6 grade-point average; juniors, 1.7; and seniors, 1.9.

Identification Card

293-2121/5811

Each full-time student receives an Identification Card (ID) entitling admission to certain WVU athletics events, student government activities, and use of the Student Health Service, Counseling Service, and Mountainlair. If misused, ID cards are confiscated.

Graduate and part-time students may wish to pay the optional student fees at the time of registration, which then entitles them to all services and activities provided full-time students. Benefits include admission to athletic events, eligibility for health and counseling services, concerts, speakers programs, and other social and cultural events requiring ID cards for admission.

If you lose your ID card, you may obtain a duplicate by filing a student petition form in 109 Martin Hall. If your request is approved, you should have a new picture taken in the Admissions and Records Office and pay a fee. The duplicate ID card isn't good for any University service for which there is a charge.

Telephone System

WVU has a direct-dialing telephone system and every University-owned residence hall room has a telephone. The *West Virginia University Directory* is published annually listing student, faculty, and staff numbers. The *Directory* is furnished in every residence hall room; it also is available at the WVU Book Store.

If your telephone number changes, please notify the University Operator ("O") immediately in order that she may update her file for future use in giving your number to callers.

Postal Service

293-4050

The Campus Post Office in Stewart Hall provides routine postal services. WVU has a self-contained campus mail system to facilitate interdepartmental and intercampus communication. You may use campus mail service, but be sure to drop envelopes in the proper pick-up places. If you are in doubt about how to use the campus mail system, ask any University secretary.

Mail coming into the residence halls is sent directly to your centrally located mail box.

To help insure prompt delivery of incoming mail, please inform your correspondents to put your full name and complete address on envelopes. For example: Mary Jane Doe, The Towers, Room 333, West Virginia University, Morgantown, W. Va. 26506. Unless complete information is included on the envelopes, letters either may be delayed several days or returned to the senders for more complete addresses.

WVU's ZIP is 26506; ZIP for Morgantown proper is 26505.

Security Officers

293-3136

Each WVU Security Officer is a constable, a duly commissioned peace officer, of Monongalia County. Under his oath of office, each Security Officer has the duty to arrest, *without warrant*, any person who, in the officer's presence, is committing a breach of peace, a misdemeanor, or a felony. Each Security Officer has the duty to seek a warrant for the arrest of any person for whom he has adequate information of commission of any crime.

Any crime for which a Security Officer makes an arrest must have been committed on premises under the jurisdiction of the Board of Regents, though the arrest may be made off such premises. WVU Security Officers have authority to assist local officers on public highways in traffic control *when such traffic is generated as the result of special activities sponsored by WVU*.

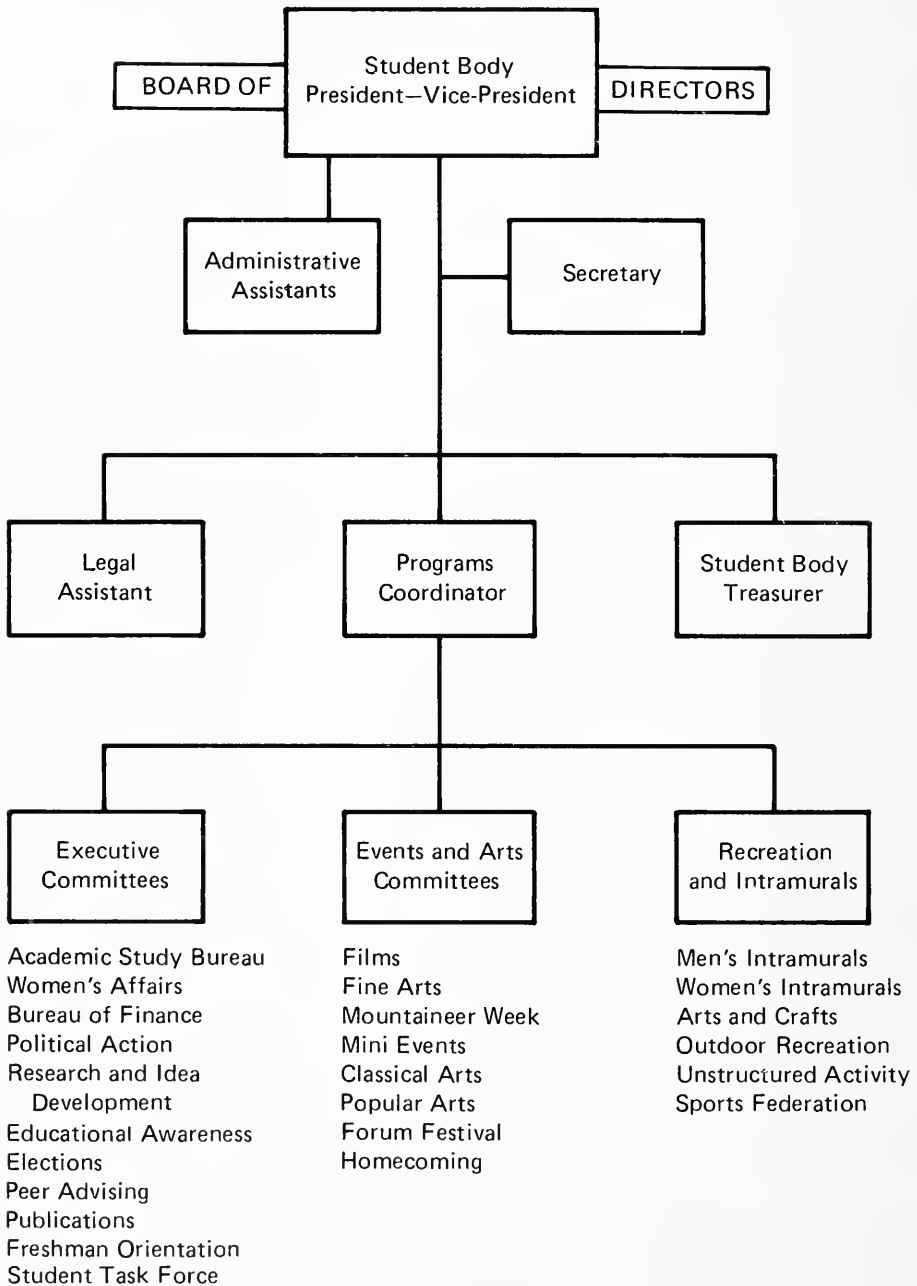
In general, it is the duty of Security Officers to preserve law and order on any premises under the jurisdiction of the Board of Regents to which they are assigned by the President of the University. However, since WVU Security Officers are constables of Monongalia County, the President cannot interfere with officers' judgments in cases of law violation. In fact, the President himself is subject to their decisions in any matters involving law violations.

The authority of a WVU Security Officer does not supersede in any way the authority of other police officers to preserve law and order on the premises under the jurisdiction of the Board of Regents. Security Officers are authorized to make investigations as they see fit to determine responsibility for crimes committed on the premises of the Board of Regents.

When a violation of University regulation governing students or faculty or staff members is committed in the presence of a WVU Security Officer, the officer will ascertain the name of the offender, if a member of the faculty or staff; or he will take up the ID card of the violator, if the offender is a student. The name of the faculty and staff member is reported to the President, with a description of the violation. The student's ID card is delivered to the Dean of Student Educational Services with a description of the violation. The officer involved will testify, if called, in subsequent hearings.

When help is requested from the security staff, the person asking for help surrenders initiative to the officer when the officer arrives. In the performance of his duties, the officer is clothed with the authority of the state of West Virginia and the West Virginia Board of Regents, and it is his responsibility and his alone to determine how that authority is to be exercised. Interference with a WVU Security Officer involved in the discharge of his duties is itself a crime, and renders the person interfering subject to arrest and prosecution.

STUDENT ADMINISTRATION West Virginia University



Student Administration

293-3004

The Constitution of the Student Body of West Virginia University defines Student Administration as "the supreme voice of the student body." This document, being the governing statement of the Student Body, thus outlines the jurisdiction and rights and responsibilities of Student Administration vis-a-vis the Student Body.

The basic framework of Student Administration is organized into two cohesive units: the Executive branch and the Board of Directors (a policy setting group composed of thirteen members and functions in the dual role of a legislative and judicial arm of Student Administration). Student Administration touches all aspects of student life and, theoretically, voices student opinion to the University Administration. The students' governing body sponsors a plethora of diverse activities, passes legislation pertinent to the interests of the Student Body, and appoints student committees—thereby attempting to provide something of interest to everybody in the University community.

Executive Branch

The Executive Branch is composed of the President and Vice-President of the Student Body, Treasurer, and Student Legal Assistant.

Heading the Executive Branch is Student Body President Howard Skidmore, a native of Clarksburg. His official functions include appointing student committees, administering enactments of the Board of Directors, sitting as chairperson of the Board of Directors, and representing the interests of the student body through dealings with the faculty, University administration, and various governmental agencies. Howard is aided by two administrative assistants, Susan Kelley of St. Albans, and Richard Visotsky of Garfield, N.J. When matters of urgency arise, it will be these three people who will prepare the course of action for the board's approval.

The Student Body Vice-President is Jamal Ahmed. He is a graduate student in public administration. Jamal is from Bangladesh and the first foreign student to be elected to a student office in the history of WVU.

Jamal's duties include helping the President in making important decisions, appointing committees, and serving as ex officio member of each of them. He also serves as the chairperson of the Board of Directors in case the Student Body President is unable to attend the Board meeting.

The Student Body Treasurer is J. Hart. He is a graduate student in business administration from Washington, Pa. The Student Body Treasurer is the chairperson of the Bureau of Finance which determines the monetary and fiscal policies of student government. The Bureau formulates the budget and submits it to the Board of Directors for approval.

Bill Lewis is the Student Legal Assistant of student government. Bill is a third-year law student. The Student Legal Assistant's functions are to research legal questions and advise the Student Body President, Vice-President, and Board of Directors on matters of a constitutional or statutory nature. Members of the Student Body also can question Bill on legal matters within the institutional community.

Lea Anderson is the Programs Coordinator of student government. Lea is from Shinnston. She is a junior in psychology and her duties include assisting the Student Body Vice-President in appointing committees and supervising activities of all the Events and Arts Committees.

Board of Directors

The 13-member Board of Directors includes the Student Body President, Vice-President, and 11 elected at-large members. They are elected annually. The Student Body Treasurer and the Legal Assistant serve as ex officio members of the Board without vote. The Board functions as a legislative and judicial body. Other Board functions include setting policies, administering services, approving appointments presented by the Student Body President, and approving monetary appropriations.

The following are the eleven elected members of the Board:

Name	Rank	Hometown
John Blair	Sophomore	Charleston
Pat Bunner	Senior	Fairview
Joyce Fleming	Junior	Fairmont
Mary Beth Freeze	Sophomore	Philadelphia, Pa.
Ron Heyman	Junior	Randolph Township, N.J.
Mark Kessel	Sophomore	Logan
Ed Parker	Sophomore	Fairmont
John Rollins	Junior	Kenova
Chuck Shreves	Junior	Clarksburg
Laurie Temple	Senior	Green Cove Springs, Fla.
Dave Tyson	Senior	Huntington

Student Government Attorney

The Student Government of WVU is one of the few in the nation to have an attorney for free legal advice and help to the students.

The Student Attorney can represent students in justice of the peace courts or municipal courts in civil actions involving less than \$300 and most criminal cases involving misdemeanor offenses. Most of his time is devoted to advising and counseling students with respect to various legal problems they encounter while at WVU. Some of the most frequent problems are: leases and landlord-tenant relationships; warranties; traffic violations; and student rights.

Peter F. Anderson is the Student Government Attorney.

Committees

Campus social, recreation and intramural, and cultural activities are planned and coordinated by Student Administration with the assistance of the Student Educational Services programming staff. Committees are selected from students who apply to the Student Administration office in Mountainlair.

Freshmen may apply for membership on committees when they arrive on campus in the fall by stopping by the office.

Events Division

Films—The committee tries to present a diversity in movie programming for the student body. After being given a budget within which to work, the committee has the responsibility of selecting movies from current catalogs and literature containing available material.

Fine Arts—This committee selects and presents exhibits for the Mountainlair Art Gallery. This committee programs for the whole campus' interests and therefore comes up with quite a diverse set of exhibits.

Mountaineer Week—WVU is unique in its annual "Mountaineer Week" and again this year will be organizing many new and different programs. The committee plans and coordinates activities such as powder puff football games, banner and band night, Mr. and Ms. Mountaineer, best dressed Mountaineer guy and gal, and the best beard. There also will be numerous exhibits of native crafts.

Mini Events Committee—This committee schedules small-scale concerts (mini-concerts) for the Mountainlair Snack Bar, plaza, residence halls, etc. It also plans special events for the campus—any events that do not already come under jurisdiction of existing committees. They also plan and coordinate special travel programs (such as University-sponsored trips to Europe, Hawaii, New York, etc.).

Classical Arts—This committee selects and presents programs at the Creative Arts Center in the fields of dance, theatre, and music. The philosophy behind this committee is that through art, each member of the University can find some common denominator with each other and find unity. This committee has made great strides in improving the quality of professional classical programming at the University, and this progressive outlook is one of the objectives high on the list of Student Administration.

Popular Arts—This committee works as a unit to put on a good production. All will have a say in the selection of groups based on preferences indicated by campus-wide polls and will concentrate on programming for the campus as a whole with an emphasis on variegated entertainment. The committee concentrates on solutions to the problems of this area, such as validation and the scheduling of the groups. Committee members must attend all meetings, work validation, promote the concerts, and supervise the physical structure of the performances. Chairpersons work in conjunction with the Associate Dean of SES in technical contacting of groups through the entertainment agencies. Programming advisers work with members in supervision of publicity and physical structure.

Forum Festival Committee—This committee provides through guest speakers an "Open Forum" of current ideas and issues. The committee meets and entertains all speakers during their stay at WVU.

Homecoming—This committee sponsors the traditional events surrounding WVU's annual Homecoming. Members work together doing such things as overseeing the election of queens, the downtown parade, the building of floats, publicity, planning the thuse and half-time activities, and taking care of dignitaries.

Coffeehouse Series—Committee members help choose, schedule, and take care of reserving rooms for guest artists that appear in the Coffeehouse Series.

Student Task Force—The Student Task Force is organized for basically one purpose—to distribute information pertinent to student affairs. This information will be forwarded to political and educational leaders in West Virginia as an attempt to shed some light on previously unnoticed, at least on official levels, student problems.

Included in the organization will be research and library personnel who will coordinate the information gathered. Other personnel will be involved with personally conveying the information and considering new avenues of research.

Executive Division

Academic Study Bureau—This committee studies the feasibility of a court with ultimate appellate jurisdiction over grades. They also study the possibilities of instituting investigative boards in each department in order to handle student appeals concerning grades, course requirements, course materials, and subject matter. It handles basically all academic concerns that the University has been involved with before this year and all academic matters that develop henceforth.

Women's Affairs—This committee examines various women's problems on campus. It also will study the possibility of having a women's adviser and a daycare center on the campus. They will work cooperatively with AWS, the Women's Coalition, YWCA, and the Women's Information Center.

Bureau of Finance—This committee, headed by the Treasurer, plans the budget for the coming year. All allocations of money must be approved by this committee. Its recommendations then must be ratified by the Board of Directors.

Political Action Committee—This committee has as its prime function the objective of getting students involved in the Morgantown community. Some of its aims will be to get students to register, to distribute absentee ballots, to disseminate pertinent voter's information, and to organize students around issues of special concern to them, i.e. the recent parking violations fine increase.

Research and Idea Development Committee—This is a unique committee that serves as a "think tank." The concept of a think tank is an independent area where creative students can originate ideas and conduct specialized research. This committee can be utilized by the Board of Directors in tackling complex problems.

Educational Awareness Committee—This committee assists high school students who need aid in obtaining information about college entrance examinations and financial assistance. It also assists students who are enrolled at WVU in the Talent Search Project. The most important aspect of the committee is counseling needy high school students about career opportunities.

Elections Committee—This committee administers all elections on campus with particular attention to the spring student body elections. Membership consists of a non-partisan chairperson and party affiliated and independent students.

Freshman Orientation Committee—This committee is chaired by the Student Director of Freshman Orientation and is composed of interested students and prospective orientation guides. Its main purpose is to provide suggestions for various changes in the material used to publicize the orientation and to improve the basic program itself. The committee should include a representation of each class.

Peer Advising Committee—This committee is made up of students willing to advise freshmen and sophomores. The job entails working three to five hours per week in the Peer Advising Office helping students find tutors, advising students about courses and teachers, and helping students cut red tape. The only requirement is successful completion of one year at WVU.

Publications Committee—The purpose of this committee is to prepare all student government publications.

Recreation and Intramural Committee—This committee has as its prime purpose to oversee the recreation and intramural activities on the WVU campus.

Student-Faculty Committees

Student appointments to these committees are recommended by Student Administration. Committees on which students serve include:

Athletic Council	Publications Committee
Book Store Advisory Committee	Student Discipline Committee
Committee to Recommend Names for University Buildings	Student Identification Card Committee
Core Curriculum Committee	Student Instruction Committee
Council on Admissions	Student Organizations Committee
Council on Planning	Student Records Committee
Health Service Advisory Committee	Technical Advisory Committee for Personal Rapid Transit System
Interracial Policies and Practices Committee	University Environmental Council
Mountainlair Advisory Council	WVU Magazine Advisory Board
Parking Committee	WVU-TV Advisory Board



Student Organizations

Student organizations constitute the heart of out-of-the-classroom learning and recognition at WVU. Many of the most important contributions to you and your University develop when you meet with other students of similar interests and work together for a common goal.

Student organizations at WVU are so plentiful and so diverse that each student should be able to find at least one group whose activities interest him. Everything—from class honoraries, which recognize campus-wide scholastic achievement; to professional groups, which stimulate interest in major fields of study; to interest groups and religious groups and on to hobby or special interest groups—all these exist at WVU for the student.

Requirements and General Information For WVU-Approved Student Organizations

- I. Steps in requesting recognition of a student organization:
 1. The proposed organization obtains an application for recognition from Student Organization Services office in Mountainlair. This application requires that the organization have:
 - a. A constitution justifying the existence of the organization.
 - b. Duly elected officers. To hold an elective or appointive office in a recognized student organization, you must be a full-time WVU student. If this is not your first semester at the University, you must have a C average at the time of election or appointment. Furthermore, you may not be on academic or disciplinary probation.
 - c. An adviser who is a member of the WVU faculty or staff.
 - d. A voting membership consisting only of WVU students.
 - e. The application must be completed and returned to Student Organization Services in Mountainlair. *Until the organization is recognized, the only privilege it has is use of University facilities to complete organizational functions.*
 - f. The application will be considered by the Student Faculty Organizations Committee, which makes recommendations to the Dean of Student Educational Services. WVU will withdraw recognition from student or faculty organizations whose official governing document denies membership on the basis of race, color, religious, or ethnic origin.
- II. Ordinarily a student organization solicits a membership fee (dues) to meet its expenses. If unforeseeable expenses arise, organizations may request additional support from the Student Bureau of Finance which maintains a

limited budget to help meet such expenses. To request financial assistance from the Bureau, contact the Student Body Treasurer (located in the Student Organizations Wing in Mountainlair) who will arrange to have a member of your organization appear before the Bureau to submit the request.

- III. West Virginia University assumes no legal or financial responsibility for any organization.
- IV. An activity which duplicates one previously covered by an organization should not be instituted.
- V. Role of faculty adviser in student organizations.
 - 1. Each student organization should maintain consultation with its adviser on matters of program, subjects, and policies.
 - 2. Faculty advisers are required to approve the request of each organization for space needs on University property.
 - 3. Faculty advisers are required to approve: requests for permission to solicit funds on any University property; requests going to the Bureau of Finance for money grants; requests for off-campus travel approval of the student group.
 - 4. Faculty advisers are contacted on all extramural correspondence related to the organization.
- VI. An approved organization which has become inactive by reason of non-communication, etc., or a technicality imposed by the Dean of Student Educational Services, may *request* active status by writing a letter of intent to the Dean.
- VII. Petition for off-campus travel.

All groups representing the University (any segment of the University) or using the University's name must obtain the approval of the Student Programs Division in 105 Martin Hall. (Bodily injury insurance required for these trips may be obtained in the business office of Mountainlair.)
- VIII. Reservations for meeting rooms and equipment.
 - 1. Mountainlair

Reservations for space in Mountainlair must be made in person at the Reservations Office, second floor of Mountainlair, Monday through Friday, between 9:00 a.m. and 4:00 p.m. A reservation form must be filled out in complete detail and the Mountainlair should not be expected to provide items and services that are not included and described on the form. Complete and accurate form information is necessary to insure room arrangement, custodial service, food service, and technician requirements. If food is desired, Mountainlair Food Service must be notified at least two weeks in advance.

Reservations are accepted from recognized student organizations and University education and administration divisions only. Events held in Mountainlair must conform to the stated purposes and objectives of the organization. Groups funded by the University will provide the University Fund and Account Numbers before reservations are accepted. University-recognized student organizations will make reservations through their

officers. Reservations which involve receipt of funds will require a concession permit issued by the Dean of Student Educational Services.

There is no charge for the use of rooms to University-recognized student organizations and University education or administration divisions. However, if technician service or any other special services are required, Mountainlair will levy a charge appropriate to the service requested.

2. Classroom space for meetings

Please contact the Office of Assistant to Provost in charge of Planning—201 Stewart Hall—293-5404 for use of classroom space for meetings or activities.

Student Organization Services 293-4397

A file is maintained in the Student Organization Services office on every WVU-approved student organization. The file includes the constitution and all pertinent information pertaining to the organization. This information dates back to the initial formation of the organization.

If an organization needs a central mailing address, this office will provide the use of a mailbox for as long as desired.

Three showcases are available for use of any approved organization. This is an excellent means of advertising, and promotes awareness of your group's activities on campus. There is no charge for the use of a showcase but it is most important to reserve its use in advance. Contact the Student Organization Services office for information.

Semester Calendar of Events

A WVU master calendar, published each semester, is maintained in the Office of Student Educational Services—Programming, 105 Martin Hall. Activities and events of organizations for the semester can be recorded on this calendar. This is a good method of informing the entire campus of organizational activities. The deadline for the First Semester calendar is July 25. The Second Semester calendar deadline is November 25.

Associated Women Students (AWS) 293-4397

All WVU coeds are automatically members of Associated Women Students (AWS); there are no dues or special membership requirements. The organization assists women students in their educational pursuits by providing special programs.

Student Foundation

Organized so that "students can help other students," the WVU Student Foundation raises funds for such uses as scholarships, awards, grants to student programs, to match available grants, and for donations to worthwhile causes. The Student Foundation, which is part of the WVU Foundation, Inc., is located in Purinton House, Downtown Campus, 293-3221.

Recognized Student Organizations

Acacia
(Social Fraternity)

A D S
W. R. Summers, 293-3505

Aeronautics and Astronautics,
American Institute of, (AAIAA)
Dr. R. E. Walter, 293-4111

African Students' Association
Dr. Wesley Bagby, 293-2421

Ag. Council
Dr. H. E. Kidder, 293-2406

Agriculture Engineers,
American Society, (ASAE)
Dr. R. G. Diener, 293-4396

All Campus Party
Dr. Wesley Bagby, 293-2421

Alpha Delta Pi
(Social Sorority)

Alpha Delta Theta
(Medical Technology)
Miss Betholene Love, 293-4604

Alpha Epsilon
(Ag. Engineering Honorary)
Dr. R. G. Diener, 293-4396

Alpha Epsilon Delta
(Pre Med)
Dr. David Z. Morgan, 293-5069

Alpha Epsilon Pi
(Social Fraternity)

Alpha Gamma Rho
(Social Fraternity)

Alpha Kappa Alpha
(Social Sorority)

Alpha Kappa Delta
(Sociology Honorary)
Roger Trent, 293-5801

Alpha Omega Alpha
(Medical Honorary)
Dr. Clark Sleeth, 293-4121

Alpha Phi
(Social Sorority)

Alpha Phi Delta
(Social Fraternity)

Alpha Phi Omega
(National Service Fraternity)
Dr. James Dowdy, 293-2013

Alpha Pi Mu
(Industrial Engineers)
Dr. Don Gochenour, 293-3970

Alpha Tau Alpha
(Professional Agriculture)
Warren G. Kelly, 293-3431

Alpha Xi Delta
(Social Sorority)

Alpha Zeta
(Agr. Service)

American Foresters, Society of
Mr. William Maxey, 293-2219

Angel Flight
Capt. L. K. McBee, 293-5422

Archery Club, Mountaineer
Mr. Richard Bond, 293-5657

Arnold Air Society
Col. Glenn McNutt, 293-5422

Associated Women Students (AWS)
Mrs. Mary-Jane Schuster, 293-5611

Badminton Club, WVU
Mr. Dave Taylor, 293-5221

Bahai Club
Robert D. Allen, 293-4693

Baptist Student Union
Dr. Malcom Lane, 293-5192

Beta Alpha Psi
(Accounting)
Charles P. Skaggs, 293-4343

Beta Gamma Sigma
(Business & Commerce Honorary)
Prof. Adolph Neidermeyer, 293-4793

Beta Theta Pi
 (Social Fraternity)

Black Unity Organization
 Mr. and Mrs. Horace Belmear, 293-4404

Blade and Spade
 Richard A. Smith, 293-6256

Block and Bridle Club, WVU
 J. A. Welch, 293-5391
 S. E. Powell, 293-3391

Campus Crusade for Christ
 Dr. Hilary Evans, 293-3737

Chemical Society, American (Student)
 Dr. John Strohl, 294-5871

Chemical Engineers, WVU Student
 Branch of American Institute
 Dr. John Sears, 293-3619

Chess Club
 Mr. William Squire, 293-5095

Chi
 (Students for Christ)
 Mr. Jack Welch, 293-3391
 Dr. Edwin Townsend, 293-6364

Chi Alpha
 (Assemblies of God)
 Mr. Kenneth Means, 293-5019

Chi Epsilon
 (Civil Engineering)
 Roger Seals, 293-3192

Association for Childhood Education, WVU
 ACEI
 Mrs. Gladys Ayersman, 293-3402

Chimes
 (Jr. Women's Honorary)
 Miss Betty Miller, 293-3298

Chi Omega
 (Social Sorority)

Chi Phi
 (Social Fraternity)

Chinese Student Association
 Mr. Cheng Ping-Fan

Christian Science Organization
 Mr. Herbert Morrison, 296-5023

Church of Christ, Latter Day Saints,
 Dr. David G. Williams, 293-3479

Circle K Club
 Mr. Charles Holland, 293-3221

Civil Engineers, American Society of (ASCE)
 Dr. W. J. Wilhelm, 293-3031

Collegiate Civitan Club, WVU
 Prof. Bradford Bearce, 293-6023
 Prof. Franklin Cech, 293-2391

Computer Science Club
 Roger Trent, 293-5801

Counterguerrilla Co.
 Maj. Bobby J. Getz, 293-2912

Dairy Science Club
 Dr. R. O. Thomas, 293-3029

Debate Society, WVU
 Dr. James McCroskey, 293-3905

Delta Delta Delta
 (Social Sorority)

Delta Gamma
 (Social Sorority)

Delta Sigma Delta
 (Dentistry)
 Dr. David Puderbaugh, 293-2611

Delta Sigma Rho
 (Speech)
 Dr. James McCroskey, 293-4021

Delta Tau Delta
 (Social Fraternity)

DeMolay Club
 Dr. James Wasson, 293-5024

Dental Hygienists Association,
 Junior American
 Anne Shoaf, 293-2849

Dolphin
 Marilyn Bowers, 292-0465

Electrical and Electronic
 Engineers Institute
 Dr. E. C. Dubbe, 293-3680

Eta Kappa Nu
 (Electrical Engineers)
 Dr. C. A. Balanis, 293-5180

Exceptional Children, WVU Council for
 Phyllis Goldy, 293-3450

WVU Fencing Club
 Mary-Jane Pearce, 293-3510

Folk Dance Club
 Bruce W. Wilmoth, 293-4551

Formosan Club, WVU
 Dr. Stuart Chen, 599-3168

Future Farmers of America,
 (Mountaineer Chapter)
 Dr. O. Claude McGhee, 293-3431

Forestry Club
 Dr. David White, 293-2941

4-H Club
 Dr. Win Merriam, 293-5511

Gamma Phi Beta
 (Social Sorority)

Graduate Student Association
 C. E. Zimolzak, 293-2801

Graduate Student Association of
 Political Scientists and Public Adm.
 Dr. Sophia Peterson, 293-3812

Helvetia
 (Sophomore Men's Honorary)
 Dr. Harold Kidder, 293-2406

Hillel Foundation
 Rabbi Paul Ries, 599-8092

History Club
 (Phi Alpha Theta)
 Mr. William S. Arnett, 293-5250

Home Economics Chapter, WVU
 Dottie D. Rauch, 293-3402

Honors Club
 Mr. Robert Davis, 293-5603

Ice Hockey Club
 Dr. Russell Wheeler, 293-5603

India Association
 E. L. Kemp, 293-3031

Industrial Engineers, WVU Society of
 Dr. Jack Byrd, 293-3970

Interfraternity Council

International Student's Association
 Mrs. Barbara Alvis, 293-2981

Inter-Varsity Christian Fellowship (IVCF)
 Dr. Dennis McDowell, 293-5861

Judo Club, WVU

Kappa Alpha
 (Social Fraternity)

Kappa Alpha Psi
 (Social Fraternity)

Kappa Delta
 (Social Sorority)

Kappa Delta Pi
 (Education)
 Dr. Wilson Gautier, 293-3707

Kappa Kappa Gamma
 (Social Sorority)

Kappa Kappa Psi (Band)
 Mr. Don Wilcox, 293-5330

Kappa Phi

Kappa Psi (Pharmacy)
 Mr. Harold Harper, 293-2321

Kappa Sigma
 (Social Fraternity)

Kappa Tau Alpha
 (Journalism)
 Dean Guy Stewart, 293-3505

Karate Club
 Lillian Carr, 292-0308

Lacrosse Club, WVU
 George McFarland, 292-4062

Lambda Chi Alpha
 (Social Fraternity)

Lambda Kappa Sigma
 (Pharmacy-Women)
 Mrs. Irma Anido, 293-5294

Landscape Architects, Society of
 Alon Kvashny, 293-2141

Law Students Civil Rights Research Council
 Mr. Franklin Cleckley, 293-4308

Literary Club, WVU
 Dr. W. W. French, 293-2306

Li-toon-awa
 (Sophomore Womens' Honorary)
 Fran Kopyta

Management, Society for Advancement
 William Harvey Hegarty, 293-4793

Marketing Club, WVU
 Dr. J. M. Rovelstaad, 293-3135

Mechanical Engineering, American Society of
 Dr. J. E. Sneckenberger, 293-4980

Medical Association, The Student National
 Dr. David Z. Morgan, 293-5069

Mining, Metallurgical & Petroleum Engineers,
 American Institute of
 R. W. Laird, 293-5024

Mortar Board
 (Senior Women's Honorary)
 Mrs. John Wright, 296-6755

Mountain
 (Men's Honorary)
 Mr. Gordon Thorn, 293-5813

Mountaineer Duplicate Bridge
 Dr. William A. Welton, 293-4122

Mountaineer Freedom Party
 Dr. Virgil Peterson, 293-5351

Mountaineettes
 Capt. James Hawthorne, 293-2911

Mu Phi Epsilon
 (Music)
 Frances Yeend, 293-3320

Music Educators National Conference
 Dr. Thomas Brown, 293-3650

National Collegiate Players, WVU Chapter
 Mrs. K. Funderburke, 293-2020

Nurses Association, WVU Student
 Anne D. Rockenstein, 293-2004

Omega Chi Epsilon
 (Chemical Engineer)
 Prof. Alfred Galli, 293-3619

Omega Psi Phi
 (Social Fraternity)

Omicron Nu Society
 (Home Economics)
 Betty Lou Ramsey, 293-3402

Orchesis
 Mrs. M. K. Wiedebusch, 293-3510

Order of the Grail
 Dr. Wesley Bagby, 293-2421

Orthodox Christian Fellowship
 Mr. N. G. Evans, 293-4803

Outings Club, WVU
 Mr. Robert McWhorter, 293-4406

Panhellenic Council
 Mrs. K. R. Jamison, 293-4397

Pershing Rifles
 Capt. L. W. Kling, 293-2912

Persian Students' Association
 (Iranian)
 Mr. Parvis Jenab, 293-3126

Pharmaceutical Association, WVU Student
 Dr. William Crouthamel, 293-2291

Phi Alpha Delta (Law)
 Dr. Marlyn Lugar, 293-4940

Phi Beta Kappa
 Dr. I. D. Peters, 293-2011

Phi Delta Kappa
 (Graduate-Education)

Phi Delta Phi
 (International Legal Law-Social)
 Londo Brown, 293-2794

Phi Delta Theta
 (Social Fraternity)

Phi Epsilon Phi
 Elizabeth Bartholomew, 293-3979

Phi Gamma Delta
 (Social Fraternity)

Phi Kappa Psi
 (Social Fraternity)

Phi Kappa Sigma
 (Social Fraternity)

Phi Lambda Upsilon
 (Chemistry)
 Dr. James B. Hickman, 293-2670

Philosophical Society
 Dr. Theodore Drange, 293-3641

Phi Mu Alpha (Music-Men)
 Mr. Thomas Canning, 293-3650

Phi Sigma Kappa
 (Social Fraternity)

Phi Upsilon Omicron
 (Home Economics)
 Mrs. Jan Yeager, 293-3402

Photo Club, WVU
 Mr. Harley Strauss, 292-7096

Physics Students, Society of
 Dr. Martin Ferer, 293-3422

Pi Beta Phi
 (Social Sorority)

Pi Delta Phi
 (French Honorary)
 Mr. M. J. Beauchemin, 293-5123

Pi Epsilon Tau
 (Petroleum Engineering)
 James A. Wasson, 293-5024

Pi Kappa Alpha
 (Social Sorority)

Pi Mu Epsilon
 (Mathematics)
 Dr. William Simons, 293-6013

Pi Sigma Alpha
 (Political Science)
 Dr. James Whisker, 293-3912

Pi Tau Sigma
 (Mechanical Engineering)
 Dr. H. W. Butler, 293-4031

Pre-Veterinary Club
 Dr. Norman Olsen, 293-2406

Professional Physical Education Club
 Kevin Gilson, 293-2202

Psi Omega (Dentistry)
 Dr. Calvin Gaver, 293-4782

Public Relations, Society of America
 Dr. H. P. McCartney, 293-3150

Radio Club, WVU Amateur
 Dr. M. D. Aldridge, 293-4502

Rainbow Club, Mountaineer Collegiate
 Dr. Paul Nesselroad, 293-3231

Professional Recreation, WVU Society
 Susan Smith, 599-4488

Rehabilitation Counseling Association
 Dr. C. K. Stuart, 293-4760

Rho Chi
 (Pharmacy)
 Carl J. Malanga, 293-2549

Rifle Club, Mountaineer
 Sgt. Bobby Timms, 293-2912

Right to Life Committee
 Mr. Jack Welch, 293-5525

- Russian Circle Club
Dr. Gary Harris, 293-5123
- Scabbard & Blade
Maj. Bobby J. Getz, 293-2912
- Sigma Chi
(Social Fraternity)
- Sigma Delta Chi
(Journalism)
Mr. Paul Atkins, 293-3505
- Sigma Delta Pi
(Spanish)
Mr. Joseph Renahan, 293-5123
- Sigma Gamma Epsilon
(Earth Science)
Russell L. Wheeler, 293-5603
- Sigma Gamma Tau
(Aerospace Engineering)
Dr. A. D. Howell, 293-5370
- Sigma Nu
(Social Fraternity)
- Sigma Phi Epsilon
(Social Fraternity)
- Sigma Theta Tau
(Nursing)
Mrs. Gaynelle McKinney, 293-4004
- Silver Dagger Association
Mr. Robert Davis, 293-5603
- Simulation Gaming Society
Mrs. Barbara Alvis, 293-2981
- Ski Club, WVU
Capt. Gerald Gude, 293-5422
- Soil Conservation, Society of America
Dr. Willem A. van Eck, 293-6256
Dr. G. E. Toben, 293-3231
- Sociology Club, WVU
Mr. John Schnabel, 293-2710
- Sphinx
(Senior Men's Honorary)
Mr. Robert Murphy, 293-2113
- Student Action for Appalachian Progress
(SAAP)
Dr. Virgil Peterson, 293-5323
- Student Bar Association
Dean Willard Lorensen, 293-4321
- Students International
Meditation Society, WVU
Judy Stitzel, 293-4460
- Student National Education Association
(SNEA)
Mrs. Alice Semon, 293-3902
- Students for Peace and Justice
John D. Shibley, 293-2857
- Student Programmed Activities
for Children Exceptional (SPACE)
- Table Tennis Club, WVU
- Tau Beta Pi
(Engineering)
Dr. John Sneckenberger, 293-4980
- Tau Beta Sigma (Band—Women)
Frances Yeend, 293-3320
- Tau Kappa Epsilon
(Social Fraternity)
- Tennis Club
Dr. Robert Clark, 293-3749
- Thai Student Association
Mrs. Barbara Alvis, 293-2981
- Theta Chi
(Social Fraternity)
- Theta Sigma Phi
(Women—Journalism)
Mrs. Elizabeth Furfari, 293-6495
- Undergraduate Social Work Organization
Miss Betty Baer, 293-4871
- Union of Students No. 4818, W.Va.
- National Association of Collegiate Veterans
Mr. O. J. Collier, 293-5241
- The Way Campus Outreach
Dr. Laszlo Borsay, 293-5121
- West Virginia Business Heritage Society
Mr. Robert B. Conner, 293-5369
- West Virginia Student Public Interest (WVSPiRG)
Research Group
Dr. Virgil Peterson, 293-5323
- Whitewater Canoe Club
Robert Burrell, 293-3559
- Wildlife Society
Dr. D. E. Samuel, 293-4797
- Woman's Information Center
Miss Judith Stitzel, 293-4460
- Xi Psi Phi
(Dentistry)
Dr. Robert Sausen, 293-2611
- Xi Sigma Pi
(Forestry)
Dr. Kenneth Carvell, 293-2391
- Young Democrats
Mr. Chester Zimolzak, 293-2801
- WVU College Republicans
Dr. Walter Rockenstein, 293-4020
- Young Women's Christian Association
Mrs. Carol Carney, 293-3910
- Zeta Phi Eta
Mrs. Enid Portnoy, 293-2857

Publications

The *Daily Athenaeum* and *Monticola* are produced entirely by students under supervision of the WVU student-faculty Committee on Student Publications.

Daily Athenaeum

293-5092

The *Daily Athenaeum* (Ath-u-nee-um) is the student newspaper. You pay a fee at registration which entitles you to receive the paper for the semester.

Monticola

293-2998

The *Monticola* (Mon-TICK-oh-lah) is WVU's official yearbook, available to you for a nominal price. You may elect to have it mailed to you for an additional fee of \$1.00.





Questions, Suggestions, and Grievances

You have already learned that WVU is large and complex. This does not mean that WVU is insensitive to students or unwilling to accept suggestions for improvement. It does mean, however, that you must know how to work inside the University organization in order to achieve your purposes. Remember that the WVU academic organization is divided into more than ninety departments which in turn are grouped into schools and colleges, and that the support activities require more than thirty-five separately organized units. Many of the departments have enrollments larger than any except the largest of secondary schools in West Virginia. Success in getting your problems and suggestions promptly and effectively handled depends very much on your investing the time to find the right places to take them.

Academic Matters

The principal academic officers of the University are the chairpersons of the departments, the directors of divisions, and the deans of the schools and colleges. Like those who are full-time teachers, they are teachers, too, and in addition are specifically charged by the President with the management of problems of the students and instructional personnel in their units. You can depend upon them for interest in and concern with your problems.

As in all your previous school work, questions or complaints about academic matters, such as grades, course materials, work loads and the like, should first be discussed with the instructor who is offering the course. If the outcome of this discussion isn't satisfactory, then contact the chairperson of the department or director of the division that offers the course, who may work with your problem or convene a committee to take up your problem. The third level of appeal involving academic programs is the dean of the college or school that offers the course. In most cases, the dean can handle the problem, but if the problem warrants committee review, the dean will convene a special committee or refer the problem to a standing committee. Names of deans, department chairpersons, and division directors, their campus addresses, and telephone numbers are listed in the *WVU Directory*.

At the beginning of every academic year in the fall, each college and school publishes the names, campus addresses, and telephone numbers of members of its standing academic committee. Copies are available to any student upon request in the dean's office, and are posted.

Suggestions for improving academic programs also may be directed to the Academic Study Committee in each college or school.

There is one significant limitation on the authority of administrators and others in the treatment of conflicts over grades assigned in course work, through

the actions of oral examining committees and the like: *assigned grades can be changed only by the individual or group which assigned them.* This procedure is based on the technical authority of the instructor, and is universal practice among the universities of the world. A hearing administrator or committee may conclude that a grade should be changed, but can merely forward that conclusion to the instructor involved. Although an instructor cannot be ordered to change the grade by any University agency, few instructors will refuse to make a change if one is recommended by a properly constituted committee.

It should be emphasized that raising questions about grades and grading systems is always helpful. Throughout the University such questioning will produce fairer and more sophisticated grading if questioning is pursued.

Other Matters

Students who have questions, complaints, or suggestions involving other activities should contact the director of the office responsible for the activity. Names of directors, their campus addresses, and telephone numbers are listed in the *WVU Directory*. If the problem isn't resolved to your satisfaction after initial contact with the director, you should take it to the Dean of Student Educational Services.

Further Appeals

If you remain dissatisfied after exhausting procedures with respect to either academic or non-academic matters, you may take your problem to the President of the University. *All students, faculty, and employees of WVU have the right to appeal any decision to the President* by first writing him a summary of the case and asking for an appointment to discuss it. You may expect the President to ask whether you have exhausted the other means available to you, and to insist that all other routes be checked before he takes up your problem. This action is made necessary by the large enrollment of WVU; it is quite impossible for the President to handle all problems himself. If the problem requires it, a committee will be convened by the President to make recommendations for action.

Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 1316 Charleston National Plaza, Charleston, WV 25301, or by action in the civil courts.

Academic Due Process

All hearings and investigations at WVU are governed by the concept of academic due process. This means essentially that both sides of each problem must be heard by the person conducting the proceedings, that an accused has the right to face the accuser, and that in case the decision made by an administrator is unacceptable to either party, the administrator must convene a group of faculty, students, or, in the case of non-academic problems, people of other interests to rehear the proceedings.

Unless the applicant requests otherwise, student members will be assigned to committees hearing student appeals, and in some cases, appeals committees may be made up entirely of students. Before such appeal groups, both parties have the right to advisers and to call and cross-examine witnesses, but University committees do not ordinarily permit technical legal counsel for themselves, for employees, or for students. In the best sense, universities are self-governing communities of younger and older scholars. University hearings therefore are not courts of law, and are not conducted in adversary proceedings with technically trained judges and attorneys. The chairperson of each hearing committee is charged with insuring fair play for all concerned, and those who feel aggrieved after such hearings must seek redress in the appeals system described above or through action in the civil courts after the WVU appeals system has been exhausted.





Laws, Policies, and University Regulations

On and off the campuses, WVU students, faculty, and staff are subject to the same federal, state, and city laws as all other citizens. A student may at any time be removed from the University if his presence is not conducive to the best interests of the University.

A student who violates any University rule or regulation is subject to disciplinary action which may result in probation, suspension, or expulsion. A student who violates a federal, state, or municipal law on the University campus may be prosecuted by the proper authorities, and may also be subject to University disciplinary action which may result in probation, suspension, or expulsion.

University rules and regulations, and federal and state laws pertinent to WVU students, include the following:

Alcoholic Beverages

The legal drinking age in West Virginia is 18 for all alcoholic beverages. Those who sell alcoholic beverages are required by law to request positive proof of age before making a sale.

Alcoholic Beverage Commission Identification Cards can be obtained for use as a proof of age. In Morgantown, the ID cards are made on the first Tuesday of every month at the High Street State Liquor Store. In order to obtain a card, a student must present a birth certificate and two other forms of identification which show the birth date. A service fee of \$1.00 is charged for making the card.

Possession or use of alcoholic beverages on state property, including University-supervised residence halls, is prohibited. Any student who behaves irresponsibly under the influence of alcoholic beverages is considered in violation of University regulations.

Auto Laws

According to the law, if a student holds a valid operator's license from a state or county other than West Virginia and that license allows the student to drive in West Virginia, then he is not required to obtain a West Virginia operator's license. This law applies if the student and his dependents, if any, are in the state for educational purposes. A student's spouse is not required to obtain a West Virginia license even if he/she is employed in the state.

If permanent residence is established or if for any reason a person resides in the state for non-educational purposes, the person must apply for a West Virginia license. In such cases, the person must surrender his out-of-state license and pay a \$6.00 service fee to obtain a West Virginia license. He is not required to take the West Virginia driver's test.

It also is not necessary to obtain West Virginia auto registration or license plates if the owner of the vehicle is in the state for educational purposes.

For further information, contact the West Virginia State Police at 599-1101.

Banners, Posters, and Stickers

Placing banners, posters, and stickers on University property without proper authorization is prohibited under a state law concerning defacement of property. Under this law those found guilty of such defacement may be sentenced to 60 days in jail and/or fined \$100.

Behavior at Sports Events

Because of the danger to participants in sports, officials, cheerleaders, spectators, and others, students and other spectators are prohibited from bringing into Mountaineer Field and the Coliseum any banners, flags, bottles, cans, or thermos jugs. The throwing of any article into the crowd or onto the playing field or court at Mountaineer Field or the Coliseum is prohibited.

Bomb Threats

A law was passed by the West Virginia Legislature in January, 1969, making it a misdemeanor to convey or impart (or to cause to be conveyed or imparted) false information concerning the presence of a bomb or other explosive devices in, at, or near buildings, bridges, etc. A student violating this law is subject to state prosecution, as well as University disciplinary action in any case where University buildings or facilities are involved.

Cheating

Since cheating creates an atmosphere of mistrust, disrespect, and insecurity, students should act to discourage and eliminate cheating of every kind.

Cheating is defined as receiving or giving assistance on an examination as well as using unauthorized sources of information on an examination, altering grades or other University records, and obtaining without authorization an examination or parts of an examination before taking the examination.

Another form of cheating, called plagiarism, is submitting or participating in the submission of assigned material falsely represented as being the result of your original efforts. This is a serious offense in whatever form it may appear—submitting an entire article falsely represented as your own, including an idea in your writing without providing sufficient documentation for it, or including a documented idea without sufficiently assimilating it into your own language and style. If you have any questions about whether a particular

inclusion in your work might constitute plagiarism, you should request the guidance of the instructor to whom you are submitting the work.

The minimum penalty for cheating is dismissal from the course with a grade of F, unless in the opinion of the dean there are extenuating circumstances which indicate the advisability of a lesser penalty. For a second or subsequent cheating offense, in addition to failing the course, suspension or expulsion of the student is recommended to the WVU President. Suspension or expulsion may be recommended in first offense cases if the circumstances warrant. Students may appeal to the President for review of a decision in a cheating case, and the President may affirm or reverse, in whole or part, the decision.

Concessions

No person, agency, or corporation that isn't an authorized representative of the West Virginia Board of Regents can sell or take orders for any item, thing or service, or broadcast by radio or television, or solicit funds in any University facility or at any University-sponsored event without written permission from a University representative designated by the WVU President. (To obtain a concession permit, one must go to the office of the Dean of Student Educational Services, 109 Martin Hall.) Whether a written permit or contract, this permission must specify the account into which such income is paid. The Comptroller will audit receipts accruing to WVU or its units to be sure there is accurate accounting of funds according to the terms of the written permit or contract.

Disorderly Conduct

Disorderly or unlawful behavior, such as engaging in fights, assaults, riots, unlawful assemblies, or the violation of any municipal, state, or federal law, in University buildings or on University campuses is prohibited.

Dogs, Other Pets

For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) aren't permitted in University buildings or on University property.

Draft Information

Every male citizen of the United States between the ages of 18 and 26 (between 18 and 35 for medical specialists) must register with Selective Service within a 60-day period beginning 30 days before his 18th birthday. Also, every alien male medical specialist between the ages of 18 and 35 must register with Selective Service. Failure to register is a violation of the Military Selective Service Act.

Students can register in Room 211 of the Federal Building on High Street. Hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Students should be prepared to supply the following: (1) driver's license or some form of identification showing his name and address; (2) Social Security number; and (3) names and addresses of two persons (other than those in his immediate household) who will always know the registrant's address.

For further information, call Selective Service at 599-7456. Students also can receive information about the draft from the Bennett House, 221 Willey St., phone 292-4061/2. Hours at Bennett House are 9:00 a.m. to 5:00 p.m., Monday through Friday.

Drugs

Use of drugs without medical prescription and under a doctor's supervision is prohibited. Use or possession of, or the distribution of, marijuana or similar drugs is subject to federal and state prosecution, as well as University disciplinary action.

Firearms

Possession of firearms, firecrackers, or other explosives on University property, including in University-supervised residence halls, is prohibited.

Fire Equipment

Tampering with fire equipment and the sounding of false fire alarms are prohibited by state law and by University rules and regulations.

Gambling

Gambling, including the chain letter, is prohibited.

Hazing

Physical and mental hazing of students is prohibited. Violations of this policy may result in student disciplinary action and the loss of University recognition for organizations.

Open Forum

West Virginia University is committed to maintaining freedom of inquiry and a forum for open discussion of ideas. Therefore, the University as an institution

does not take positions on social-political issues; such actions would stifle the freedom of those faculty, staff, and students who might disagree with positions taken by the institution.

Parking and Traffic Regulations

These are in effect on the WVU campuses to regulate the heavy flow of vehicles. No state funds are available to provide and maintain parking lots, which is why fees are usually charged.

There are 1,650 free parking spaces provided in three unpaved, graveled lots that are located: (1) off Van Voorhis Road, near the Medical Center Apartments; (2) near the front entrance of the Towers residence halls, across from the Agricultural Engineering Building; and (3) Patteson Drive-side of the Creative Arts Center.

The fourth free parking area is the Coliseum, where students are urged to park and use the inter-campus bus service because of the scarcity of parking places on the Downtown Campus and Medical Center. Coliseum bus service is available every 15 minutes beginning at 7:45 a.m. until 5 p.m. across the Evansdale Campus to the Medical Center, and every half hour beginning at 7:50 a.m. until 5:20 p.m. to the Downtown Campus, Mondays through Fridays.

University parking regulations are enforced by University Security Officers and the Parking Control Office. However, all citations issued come under the jurisdiction of the Morgantown City Police Court and all fines levied are paid to the city, not the University. Failure to follow parking and traffic regulations can result in substantial fines and towing charges. The University has no judicial powers to collect the fines. Therefore, the West Virginia Legislature passed a bill permitting either the City of Morgantown or justices of the peace to collect the fines—both to provide the essential means for controlling parking and to assure due process for the individuals involved.

A University parking permit, issued for a particular parking area, is necessary for parking elsewhere on the campuses. The permit fee is \$24.00 a year. Because parking space is limited, **parking permits also are limited and aren't issued to freshmen; students who live in residence halls, fraternities or sororities; or to students who live within walking distance of the campuses.**

A University-maintained parking garage is located behind Mountainlair for the use of all persons. A fee of 35 cents is charged, payable in exact change when you leave the garage. There also are city and private parking lots.

WVU doesn't assume responsibility for any vehicle or its contents while it is parked on the campuses. Likewise, WVU does not guarantee that parking spaces will be available. Students are advised not to bring automobiles to campus.

Parking is prohibited on campus drives (including Evansdale Dr., Fine Arts Dr., and Medical Center Dr.) and on entrance roads to parking areas except where paid parking is indicated that requires University parking stickers.

A brochure on parking and traffic regulations may be obtained from the Parking Control Office, 2957 University Avenue (Evansdale), 293-5502. Suggestions about improving the parking system may be referred to the University Parking Committee, c/o the Provost for Finance, Stewart Hall.

Bicycles

For safety reasons and because of cleaning problems, parking or riding bicycles in University buildings is forbidden. Racks for parking bicycles are provided on the campuses.

Passports

Students who plan to travel abroad and who need a passport can obtain one through the Monongalia County Court House or the Morgantown Post Office. Applications for passports can be obtained at either of these locations.

Along with the completed application, one must submit: (1) two full-face pictures taken in the last six months. These must be 2½ x 2½ inches or larger than 3 x 3 inches; (2) a valid driver's license. If one does not have a driver's license, an affidavit must be obtained at the Court House or Post Office, filled out and returned in place of a license; (3) a birth certificate with a raised seal. Persons who have obtained a passport in the past can submit the old passport in place of the birth certificate; and (4) a check or money order for \$10 made payable to Passport Office, and either cash or a check in the amount of \$2.00 for Court House fees.

Since the process takes two to three weeks, students should submit passport applications at least a month before their trip. For further information call 292-6351, ext. 40.

Records

Falsification of records in any detail (academic records, health records, change slips, etc.) or misrepresentation of a person's identity is prohibited.

Representing the University

To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. The records of students whose status is questionable should be checked by the department or school at the Admissions and Records Office before their participation.

Residence Halls Rules and Regulations

Each residence hall has a list of rules and regulations which are included on the contract each resident signs. (Also see Appendix C, page 68.)

Smoking

For health and safety reasons, state law prohibits smoking in school buildings. Instructors are expected to enforce this law in classrooms. Smoking also is prohibited in other University facilities where "no smoking" signs are posted. Some colleges and schools have adopted additional restrictions against smoking.

Speaker Policy

Recognizing that freedom of expression and communications is essential to education, WVU supports the right of students to listen to diverse points of view as expressed by speakers they may invite to the campus. Accordingly, recognized student groups may invite speakers to the campus whether or not the speakers' viewpoints are congenial to the University.

Telephones

Placing long-distance telephone calls by using fictitious and unauthorized billing numbers is a federal and state criminal offense that can result in up to 10 years in jail and a \$1,000 fine. The C & P Telephone Company says it will prosecute those involved in such cases and new techniques permit prompt detection of offenders.

Use of University Facilities

WVU property and facilities are limited to use for educational and cultural activities by organizations formally approved and recognized by WVU. No admission charge can be collected for these activities unless the expected revenue is to go to the University, one of its branches, or to the WVU Foundation, Inc., for the benefit of the University.

Voter Registration

Students who want to vote in Monongalia County must first register to vote at the Monongalia County Clerk's Office in the Monongalia County Court House.

Anyone who is 18 years of age or older or who will be 18 by the next General Election, is eligible to register. Students registered to vote in another county must first cancel their prior registration through the Monongalia County Clerk's Office.

The County Clerk's Office is open 9:00 a.m.-5:00 p.m., Monday through Friday, and from 9:00 a.m. until noon on Saturday. For further information, call 292-6351, extension 30.

Disciplinary Procedures and Due Process

A student involved in disciplinary action is assured due process. This includes the right to a fair, speedy trial; right to proper notice; right to hear all evidence presented against him; right to cross-examine witnesses; right to present evidence on his own behalf; and right to appeal.

If you are accused of committing an offense in violation of University regulations while you are enrolled in the University, your case is reported to the Dean of Student Educational Services, who has the responsibility for investigating the charges, and, if necessary, along with his staff, preparing a case for the Special University Senate Committee on Student Discipline.

The committee, which consists of three faculty members and two students appointed by the President, hears and makes recommendations on all cases presented to it. Recommendations of the committee may be appealed to the President. No student can be expelled by anyone other than the President.

In the residence halls, violations of regulations are adjudicated by the residence hall judiciary boards under the auspices of the Residence Halls Association. If you are accused of a residence hall violation, you have power of appeal through an appellate board and to the Director of Residence Halls Programs.

WVU students are governed by "Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct," as enacted by the West Virginia Board of Regents (see **Appendix A**).



Appendix A

Policies, Rules, and Regulations

Regarding Student Rights, Responsibilities, and Conduct

SECTION 1. GENERAL

1.01 Authority — These policies, rules, and regulations are hereby promulgated by the West Virginia Board of Regents in accordance with, and pursuant to, Chapter 18, Article 26, of the West Virginia Code of 1931 as amended, and, to the extent the same are applicable, the Administrative Procedure Act of the West Virginia Code of 1931 as amended.

1.02 Purpose — The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

- a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the State Colleges and Universities.
- b. To identify behavioral expectations of students and certain prohibited acts by students at the State Colleges and Universities.
- c. To prescribe penalties and sanctions for such prohibited conduct.
- d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the State Colleges and Universities.
- e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

1.03 Effective Date — These policies, rules, and regulations are effective immediately in as much as they cover any general or emergency situation that might arise at any State College or University, and as rules relating to student conduct as defined in the Administrative Procedure Act of the West Virginia Code of 1931 as amended, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

1.04 Filing Date — These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August, 1970

SECTION 2. DEFINITIONS

2.01 Board of Regents — The West Virginia Board of Regents.

2.02 Institution or Institutions — Any or all of the institutions of higher education, the State Colleges and Universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

2.03 President — The chief executive officer of the institution, whatever his title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents.

2.04 Property — Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institution community.

2.05 Activity — All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

2.06 Facility — Any and all property of an institution used or usable in any activity of an institution.

2.07 Campus — All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

2.08 Faculty — Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

2.09 Staff — Those employees of the Board of Regents who are assigned to any duties at an institution and who are not members of the faculty.

2.10 Student — Any person who has been admitted to an institution to pursue a course of study, research or service, and who has not been graduated or dismissed from such course, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with his study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

2.11 Member of the Institution Community — Any officer, administrator, faculty member, staff member, employee, or student of or at an institution, as well as any person participating in an institution activity at the time applicable.

SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institution community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

3.01 Freedom of Expression and Assembly — The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

- a. To have access to campus resources and facilities.
- b. To espouse causes.
- c. To inquire, discuss, listen to, and evaluate.
- d. To listen to any person through the invitation of organizations recognized by the institution.
- e. To have a free and independent student press which adheres to the canons of responsible journalism.
- f. To not violate the rights of others in matters of expression and assembly.
- g. To abide by policies, rules, and regulations of the Board of Regents and the institution pertaining to freedom of expression and assembly.

3.02 Freedom of Association — Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they qualify for membership. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

3.03 Right to Privacy — The student is entitled to the same safeguards to his rights and freedoms of citizenship as are afforded his peers outside the academic community, including, but not limited to, the following:

- a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
- b. Respect of his personalty, including freedom from unreasonable and unauthorized searches of his living quarters.
- c. Confidentiality of his academic and disciplinary records.
- d. Legitimate evaluations made from his records.

3.04 Academic Responsibilities — The institution shall define and promulgate, subject to the control of the Board of Regents, the academic requirements for graduation, the conditions leading to and attendant upon academic probation, and the requirements for student honesty and originality of expression.

- a. The student is responsible for fulfilling course work requirements.
- b. The student shall be graded solely on performance measured against academic and related standards.
- c. The student shall be protected against prejudicial or capricious academic evaluation.

3.05 Responsibilities of Citizenship — The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, he is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

3.06 Disciplinary Proceedings — Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proved guilty of any charge. Rules and regulations shall be promulgated by each institution consistent with policies, rules, and regulations of, and subject to the control of, the Board of Regents.

SECTION 4. STANDARDS OF CONDUCT: RULES AND REGULATIONS

4.01 Conduct Required in General — All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

- a. The laws of the United States.
- b. The laws of the State of West Virginia.
- c. Local city, county, and municipal ordinances.
- d. The policies, rules, and regulations of the Board of Regents and the institution.
- e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

4.02 Prohibited: Disorderly Conduct — Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institution property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

- a. Fights.
- b. Assaults or battery.
- c. Riots.
- d. Unlawful assembly.
- e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

4.03 Prohibited Conduct: Theft or Damage of Property — No student shall, individually or by joining with one or more others, appropriate to his or their own use, or steal, or intentionally damage or destroy any institution property or facilities or the property of any member of the institution community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.

4.04 Prohibited Conduct: Disruption — No student shall, by himself or by joining with one or more other persons, do any of the following:

- a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
- b. Interfere with the rights of any member of the institution community.
- c. Intentionally injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institution community or persons lawfully on the institution's campus, property, or facilities.
- d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institution officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

4.05 Prohibited Conduct: Discrimination — No student shall, by himself or by joining with one or more other persons, promote or demand action on their part or any other member of the institution community that would constitute unlawful discrimination on the basis of race, sex, color, or political affiliation.

SECTION 5. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS

5.01 General Powers, Authority, and Duties of the Presidents — The president of each institution shall be the chief executive officer of the institution of which he is the head. He shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be his duty to attend to and administer the laws of the State of West Virginia which may be applicable to the campus, the policies, rules and regulations of the Board of Regents, and the policies, rules, and regulations of the institution of which he is president. Each such president is hereby clothed with authority requisite to that end, subject to the control of the Board of Regents.

5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility — Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules, and regulations may be delegated by him, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution of which he is president.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline — The president of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution of which he is president.

The president, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents. All disciplinary regulations and channels now in existence and operation at any institution shall remain in effect and shall be used until modified, except as such regulations and channels shall be deemed modified and amended by these policies, rules, and regulations.

5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of Institution Property or Facilities — The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents. All presently existing such regulations shall remain in full force and effect until modified or amended in conformity to these rules, except as the same shall be deemed specifically modified and amended by these rules.

5.05 Powers, Authority, and Duties of the Presidents: Public Use of Institution Property or Facilities, and Restrictions Imposed — Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his conduct or his speech or expressions causes, or, in the opinion of the president of the institution or his delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the

institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution or his delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations – The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institution Property or Facilities – Subject to the control of the Board of Regents, when, in the judgment of the president of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property or facilities or interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

5.08 Powers, Authority, and the Duties of the Presidents: Limitation of Activities and Emergency Measures – When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institution activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the president of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, he shall take any or all of the following actions or other appropriate actions:

- a. Declare a state of emergency to exist on the campus, and:
 - i. close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;
 - ii. impose curfews on the presence of persons in or on institutional facilities or property;
 - iii. place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
 - iv. enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare
- b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (i.) first advised, told, or notified that his action or conduct is prohibited, and who (ii.) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.
- c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents, and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

SECTION 6. DISCIPLINARY ACTION: PROCEEDINGS

6.01 Application to Students – Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution at which he is a student if he is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time he is also an employee of the Board of Regents, or he is not presently registered for current classes or course, research or service programs. In taking disciplinary action against a

student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

6.02 Sanctions in Disciplinary Action — The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

- a. Probation — exclusion from participation in certain institution activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.
- b. Suspension — exclusion from all institution activities for a definite stated period of time, and any condition on resumption of activities, if any, also may be imposed.
- c. Expulsion — termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Sanctions of lesser severity may be imposed in any case, depending upon the finding of extenuating circumstances and the discretion of the president of the institution or the Board of Regents, whoever might be dealing with the case at the time.

6.03 General Requirements for Disciplinary Channels — Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to sections 3.06 and 5.03, hereof, or any of these policies, rules and regulations, shall provide, among other things, at least for the following:

- a. There shall be a hearing board whose members shall be members of the institutional community and whose number shall be at least three and, in any event, on any panel hearing a case, shall be odd,
- b. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
 - i. to hear evidence;
 - ii. to make findings of fact from the evidence presented; and
 - iii. to make recommendations to the president of the institution based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any.
- c. The hearing board shall have exclusive original, first hearing, jurisdiction of cases involving the alleged violations of sections 4.02, 4.03, and 4.04 of these policies, rules, and regulations, and of cases involving students suspended pursuant to section 5.08b of these policies, rules, and regulations.
- d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel, but, in any event, there shall be an appeal to the hearing board from such lesser disciplinary channels as a matter of right on behalf of any student where the lesser disciplinary channel has made a recommendation for the imposition of the sanctions of suspension or expulsion.
- e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the president may deem appropriate.

6.04 Procedural Standards in Disciplinary Proceedings — In any disciplinary proceedings before a hearing board established pursuant to section 6.03, brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

- a. Written charges of violation shall be presented to the accused student which shall include at least:
 - i. a statement of the policy, rule, or regulation which he is alleged to have violated;
 - ii. a statement of the facts to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of; and
 - iii. a statement that a hearing will be had before the hearing board on the charges, together with notice of the date, time and place of the hearing.

It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

b. Said written charges shall be served upon the student charged by one of the following means:

- i. handing a copy to him in person, if he can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
- ii. mailing, via certified mail, a copy to him at the residence he uses while in attendance at the institution, as last noted on his official records at the institution; or
- iii. if he is not presently registered at the institution or in any event by mailing via certified mail, a copy of his last known permanent or home residence as disclosed by his official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden himself, refused mail, or shall have failed to notify the institution of his current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.

c. A hearing shall be had at the date, time and place specified, unless postponed by the hearing board for good cause shown. The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:

- i. The accused student has the right to have an advisor with him, but such advisor may not be a person other than his parent or guardian, a student at the institution, or member of the faculty or staff of the institution, unless specifically permitted by name by the hearing board;
- ii. All material evidence may be presented subject to the right of cross examination of the witnesses;
- iii. There shall be a verbatim record, such as a tape recording, of the hearing;
- iv. In any event the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties, to know the identity of and content of testimony of the witnesses against him, and to present any evidence on his behalf as may be relevant and material to the case.

d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student as charged by a preponderance of the evidence in the case as a whole.

e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. After the time for making objections or exceptions as may be provided in the institution's rules and regulations shall have elapsed, the president shall take such action as he finds appropriate under all the circumstances.

6.05 Review by the Board of Regents The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require. In addition, the Board of Regents may, pursuant to such procedures as the Board of Regents may specify, grant an appeal from the disciplinary action of any president on the record of the case submitted and on leave of the Board of Regents first obtained. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the law.

Appendix B

Policies and Procedures Governing Student Records

1. **OBJECTIVE.** This document prescribes University policy and establishes basic procedure for insuring that student records, or information based on such records, will be maintained and released in a manner that will best serve the interests of the student, the University, and the community.

2. **SCOPE AND APPLICABILITY.** These policies and procedures apply to all University employees and cover student records of all types that are maintained or made available to any agency within or outside of the University.

3. **APPLICATION.** The application of these policies and procedures will be based on the following fundamental principles:

a. That the right to personal privacy extends to students and their records.

b. That any official record maintained by the University serves the purpose of promoting the University's educational and administrative goal, and the legitimate interests and expectations of students.

c. That, insofar as allowable by law, the University has the right to withhold information when in its judgment the interests and welfare of the student, the University, or both, are thereby safeguarded against unwarranted inquiry.

4. **RESPONSIBILITY.** Under the chairmanship of the Dean of Student Educational Services or his designate, a committee composed of the Dean of Admissions and Records, one representative from the University Faculty Senate and two representatives from Student Administration exercises control over all policies governing student records. This committee shall be responsible for reviewing the student records policy and making recommendations for changes to the President when necessary. This committee shall be named the Student Records Committee.

All persons responsible for maintaining student records are directly responsible for establishing procedures for their maintenance and for the release of information in accordance with the policies established herein. These persons must initiate and supervise measures or instructions necessary to insure compliance with this policy at all times. They will establish indoctrination and educational programs to insure that each individual is indoctrinated in the procedures which apply to him in the performance of his duties relating to the maintenance of student records and to the release of information contained in such records.

5. DEFINITIONS

a. *Custodian*—an individual who has possession of or is otherwise charged with the responsibility for collecting, safeguarding, or accounting for student data.

b. *Disclosure*—an officially authorized release or dissemination by a competent authority whereby information is furnished to a specific individual, group, or activity.

c. *Information*—knowledge which can be communicated by any means and includes any notation or data contained in a student's record or which can be inferred from such record.

d. *Need-to-know*—a term given to the requirement that the disclosure of information be limited strictly to those persons whose duties or position require knowledge or possession thereof. Responsibility for determining whether a person's duties or position require that he possess or have access to information and whether he is authorized to receive it rests upon each individual who has possession, knowledge or control of the information involved and not upon the prospective recipient.

e. *Student*—includes anyone of whom a permanent record is maintained by the Dean of Admissions and Records.

f. *Permanent Record*—refers to the academic summary maintained by the Dean of Admissions and Records.

6. LEVELS OF INFORMATION AVAILABILITY. This document recognizes four levels of information availability. They are:

- a. *Public Information*—Available to anyone.
- b. *Semi-Public Information*—limited to persons having a legitimate need-to-know.
- c. *Qualified Information*—limited to University agencies, but releasable otherwise with the written consent of the student.
- d. *Confidential Information*—releasable only by the written consent of the student or upon receipt of a subpoena issued by a court of competent jurisdiction.

7. DISCLOSURE OF INFORMATION

a. *General.* The guidelines and procedures outlined below are established to insure that the student's personal, academic, and counseling records are handled in a manner which will protect and secure him in his privacy. Custodians of student records who receive requests for releasing personal data will adhere to these guidelines and procedures.

b. *Persons Authorized to Release Information.*

(1) Nothing in this document shall be understood to restrict any academic staff person in providing references for a student whom he knows, providing such student requests the same as a matter of valued and trusted performance on his behalf.

(2) In general, all inquiries about students, whether coming from within or outside the University and however made, either in writing or orally, should be answered only by the custodian best qualified to respond to the inquiry or other designated by him.

c. *Policies and Procedures.* General policies and procedures to be followed in releasing or disseminating information about students are as outlined below.

(1) Disclosure of Public Information.

Personal data of such kind as appears in University or other public directories may be disclosed upon request to all persons. Persons making such inquiries may be required to identify themselves.

Public Information is limited to the following: Name, Home Town and State, University Address; Local Telephone Number, Dates of Attendance; Curriculum, Degree, if any, and Date; Academic Honors

(2) Disclosure of Semi-Public Information.

Information in this category is ruled to be non-sensitive but is normally omitted from University or similar directories. Persons requesting such information shall identify themselves and justify their need-to-know.

Semi-Public Information is limited to the following: Sex, Marital Status, Country of Citizenship, Majority, Other Institutions Attended, Home Address

(3) Disclosure of Qualified Information.

Information in this category is ruled as private and must have a written signed release before it may be released *outside* the institution. The one exception to this policy pertains to the release of academic records by the Dean of Admissions and Records and applies to those cases in which the time required to obtain written consent would seriously jeopardize the best interests of the student. In such cases, the Dean of Admissions and Records may release academic records with the expressed consent of the student. The information may be released without written consent by one University agency to another that has a need-to-know. Information released will be confined specifically to that indicated on the instrument presented by the requestor, or in the case of personal interviews, specifically requested by the interviewer. In no case shall additional information be communicated without the student's knowledge and written consent.

Qualified Information is limited to the following: Name and Address of Parent, Guardian, Nearest Relative, or Spouse, Home Telephone Number, Photo, Religion, Date and Place of Birth, Campus Leadership Positions, Membership in Organizations, Academic Test Scores, Academic Records, Admission to Hospital, Race, Financial Obligations.

(4) Disclosure of Confidential Information

Information in this category is ruled to be so sensitive that it may be disclosed to the source indicated by the student only upon the receipt of a release signed by the student.

Confidential Information includes the following: Source and Amount of Financial Assistance; Disciplinary Reports and Records; Counseling and Health Reports and Records.

d. *Special Stipulations.* Procedures and exceptions to be followed in using or releasing certain categories of information contained in student records are prescribed below.

(1) Use and Duplication of Student Records.

Copies of student records may only be obtained from the custodian who is responsible for collecting, safeguarding, or accounting for such records. Receiving agencies shall only use a copy of the record for its intended use and such copy shall not be duplicated or released for any other purpose whatsoever.

(2) Release of Grade Reports.

Standard practice will be to release current grade reports to students and staff only.

(3) Release by and to Parents.

Standard practice of faculty and custodians of records should be to refer all communications with a parent directly to the student, unless in their best judgment, the safety or welfare of the student requires communication with a parent, or it becomes a legal issue. In such cases, the student should always be informed.

Students who are not legally emancipated should understand that parents may exercise their legal rights to act in their wards' behalf and therefore parents or legal guardians may have access to records or authorize the release of records in the manner heretofore described as procedure for students.

(4) Release of Counseling and Health Information.

Information obtained by professional staff members while providing psychological, psychiatric, or medical services to students will be handled commensurate with the professional ethics and standards of the American Psychological Association, The American Psychiatric Association, and the American Medical Association.

(5) Release of Information for Research Purposes.

The University recognizes the need to make information about students available for research and study purposes. However, before releasing data to an individual or agency not privileged to the material, the record custodian will refer the request to the Chairman of the Student Records Committee.

In such cases the individual or agency will submit a research proposal justifying the need for the selected data and indicate the standards of methodology and confidentiality to be observed in obtaining or using the data. The Chairman of the Student Records Committee will ascertain the integrity of the individual or agency making the request.

In all such cases the record custodian will release data only on the recommendation of the Chairman of the Student Records Committee. When appropriate, the Chairman will insure that the policies established by the University Committee on the Research Use of Human Subjects are followed.

(6) Release of Information to Local, State, or Federal Governmental Agencies.

The University recognizes its responsibility to provide information to governmental agencies when national security, public safety, or the safety of the student is involved. Governmental agencies will be required to indicate the type of information desired and the reasons for requesting it.

When a request for information or personal data is judged by the Dean of Student Educational Services and/or the Dean of Admissions and Records to violate the principles of confidentiality or to be information which is neither vital to the national security, public safety, nor the safety of the student, the University will withhold the information.

Subpoenas served on the University for student records will be referred to the Dean of Student Educational Services who will take the following actions before responding:

(a) Immediately notify the person or persons named in the subpoena and confirm the notification in writing.

(b) Bring into consultation the persons named, the members of the Student Records Committee, and other persons as deemed necessary.

(c) Obtain legal counsel from within the University or from the Attorney General.

(7) Release of Information in Bulk.

Information requested on more than one student at a time will not be released unless such a release clearly serves the interests of the students concerned and the University. Persons and agencies within or outside the University making such requests must justify the release and their need-to-know.

(8) Release of Machine-Stored Information.

Student information stored on any mechanical or electronic device is considered the responsibility of the collecting agency for whom it is being stored. Written consent from the responsible collecting agency is required before such information may be released to any person or agency not privileged to the material.

(9) Release of Information Pertaining to Foreign Students.

The University recognizes the special legal status of foreign students and will disclose such information as required by Federal law.

(10) Release of Information to Selective Service Boards.

The University will report to selective service boards the information required for student deferments upon request by the student that this information be reported. The student authorizes the release of this information by completing the selective service cards which are provided at the time of registration.

(11) Release of Information by the Division of Military Science (U. S. Army ROTC) and the Division of Aerospace Studies (U. S. Air Force ROTC).

The University recognizes the need and the right of the Armed Services to have access to certain personal data concerning students participating in a Reserve Officer's Training Corps program; and that a student desiring to participate in such a program waives his right to withhold such information required by the Armed Services. Except as noted above, the military divisions are required to adhere to all provisions of this policy.

(12) Withholding Academic Records Because of Financial Indebtedness to the University.

Disclosures concerning the academic record of a student with delinquent indebtedness to the University may be withheld until such indebtedness has been cleared.

(13) Release of Information Pertaining to Financial Assistance and Award Programs.

Academic progress reports and financial records will be released, on their request to organizations or groups, including local, state, or federal government agencies, that sponsor and provide funds for various student financial assistance and award programs including scholarships, grants, loans, and jobs.

(14) Hometown News Releases.

The University News Service, when the Director of University Relations deems it to be in the best interests of the student and the University, will continue to distribute hometown news releases and photographs to the mass media about students that contain students' names; the names of their parents or guardians, the hometown addresses of students including street address, city, county, state, and country; their class and major; their birthdate; degrees received, value of scholarships, fellowships, or grants. Types of hometown news releases to be distributed include deans' lists, scholarship, fellowship, grant, and prize recipients; the list of President's Scholars, members admitted to student honoraries; election of student body, class, and organization officers; selection of students to serve on University committees; selection of *Daily Athenaeum*, *Monticola*, and other editors; Creative Arts Center events including student recitals and students performing in Opera Theatre, University Theatre, Studio Theatre, and musical performing groups; and students exhibiting paintings and other works of art, degree recipients, entering freshmen, other features about students' achievements and activities including Homecoming Queen and her court, outstanding senior women, Miss Monticola, Mr. and Ms. Mountaineer, etc.

8. STORAGE OF RECORDS

a. **General.** The possession or use of personal records will be limited to locations where facilities are available for secure storage or protection by means which unauthorized

persons are prevented from gaining access thereto. Whenever such material is not under the personal supervision of an authorized person, it will be stored in a locked container or room. Highly confidential and personal information shall be kept separate from files containing routine matters.

9. ACCESS TO STUDENT RECORDS

a. *Access by Academic and Professional Staff Members and Clerical Personnel.* Only academic and professional staff members and clerical personnel specifically designated by the custodian maintaining student records shall have **direct** access to them. Other employees who have a legitimate need-to-know about students may have access to such records, but their access shall be **indirect** in that information transmitted to them shall be by the action of the custodian responsible for maintaining such records.

b. *Access by Students.* A student may have direct access to his own permanent record as maintained by the Dean of Admissions and Records and his disciplinary record as maintained by the Dean of Student Educational Services.

Appendix C

Residence Halls

STAFF

Even more important than large closets, washing machines, or Ping Pong tables is the staff in your hall. You will get to know staff members but you also need to know why they are living and working with you.

The staff in the residence halls at WVU is part of Student Educational Services. Therefore, the staff members are not considered housemothers or proctors, but rather educators. The facilities are designed to be not merely boarding houses, but to offer the widest possible opportunities for students to continue their educational experiences beyond the classroom.

The Resident Assistants (R.A.) are students who are interested in and concerned about persons, and who find satisfaction in being of help to others. It is from R.A.'s that students pick up their cues about the University's expectations—expected behavior and expected attitudes about themselves, their studies, and other people.

The R.A. is *not* a disciplinarian. Students are encouraged to make and enforce their own rules and regulations. The R.A.'s are a source of information about the variety of opportunities on campus for out-of-class learning. They are someone to whom you should feel free to go with any problems. They are here to help you. They are expected to see you daily and certainly to find you if 24 hours go by without their seeing you.

MAIN OFFICE

Your hall will have 24-hour office coverage and will serve as an information center concerning all University-related matters. If you should have questions about telephone numbers, scheduling of University events, intra-hall events, or such related matters, contact your main office. Someone will be glad to help you. Besides answering questions, the person on duty will handle emergencies and help you in any way possible.

PAYMENT

Your payment of the Room (and Board) Fee was due, in advance, at the time of registration. Note that you may be required to vacate your room in the residence hall and/or discontinue eating in the dining room if delinquent room and board charges are not paid. The Housing Committee may make modifications or exceptions to the payment dates.

The housing contract is binding for the entire academic year or other period stated in the contract. Cancellation after the no-refund dates for any other reason than withdrawal from

the University or academic suspension, means that the student must pay the room rent for the balance of the contract period. If a student is asked to leave the hall because of disciplinary reasons, the student is likewise held responsible for the payment of the room rent portion of his contract.

KEYS

You will receive a room key upon registering in your hall. Please exercise extreme caution in safeguarding your key as the residence hall cannot be responsible for the loss of private property. Should you for any reason lose your key, report the loss to the Head Resident. You also are required to pay the Housekeeper in your hall for a new key.

If your hall uses mailbox keys and you should lose yours you must purchase a new one from the hall Housekeeper.

COMMONS AREAS

Areas for use by both sexes are designated Commons Areas. The Commons Areas of your residence hall include main floor lounges (study and TV), the lobby, recreational areas, and listening rooms. No use of the Commons Areas is permitted after closing hours.

Kitchenette

Kitchenettes are provided for the residents of all University-owned halls. In order to use the kitchenette and its equipment you are required to sign up for its use at your main office.

Laundry

All residence halls provide laundry facilities, including coin-operated washers and dryers, pressing rooms with ironing boards and irons. Instructions regarding the sign-up and use of laundry facilities will be posted in your hall at the beginning of the year.

Library

University halls provide limited library facilities. In addition, The Towers houses a branch of the University Library. Check at your main desk for library hours.

Arts and Crafts Center

Located in The Towers on the lower level is the Arts and Crafts Center, available to all students. This facility offers scheduled classes throughout the year in 17 different crafts, including leathercraft, pottery, ceramics, macrame, candle making, decoupage, and lapidary. There is no charge for the use of the facilities; however, you must pay a nominal fee for the materials you use. The Arts and Crafts Center is open from 12:00 noon to 10:00 p.m., Monday through Thursday. The Center is closed Friday through Sunday.

FOOD SERVICE

Cafeteria service is in all halls. Three meals a day are offered seven days a week except for Sunday when no evening meal is served. Guest meal tickets may be purchased through your hall dietitian. Should your academic schedule not permit you to return to your dining hall at noon, contact your Food Service Manager at the beginning of the semester about a bag lunch, or the possibility of eating at another hall for the lunches you will be missing. Snack bar service is offered the residents of The Towers. Meal and snack bar hours will be designated by each hall and will be posted for your information. All residence halls are equipped with vending machines for your convenience.

If you do not live in a hall and are interested in purchasing a meal ticket to eat your meals in a University-owned residence hall, contact Jean Benson, Assistant Director of Housing in charge of Food Service. Her office is located in Arnold Hall.

CENTREX SYSTEM AND TELEPHONE SERVICE

All University-owned halls have house phones on the Centrex system to be used when calling from the main floor to a room. Your room also is equipped with a phone on the Centrex system. This means when you are calling within the University you dial only the last four digits; when calling in the Morgantown area you must dial "9" and the complete

phone number. For long-distance calling, other than collect, you must obtain a Telephone Identification Number (TID) by applying at the C & P Telephone Company, 145 Fayette Street. You will then be billed monthly for your long-distance calls.

MAIL SERVICE

All residents are provided with mailboxes. The hours your mail room will be open, times when you can pick up packages, and the times mail will be placed in the boxes will be posted at the beginning of the year. You may send and receive inter-campus mail via the campus mail service.

OTHER FACILITIES

There may be other facilities available to you which are unique to your residence hall. These may include: sewing rooms, sun decks, physical fitness rooms, storage rooms, and music practice rooms. Consult your R.A. or your main office for specific information.

HALL GOVERNMENTS

The students living in each residence hall elect their hall's officers for the fall and spring semesters.

In addition to the programs in every residence hall provided by Student Educational Services, the council plans events for the benefit of all residents. Holiday parties, coffee houses, and speakers are just some of the activities provided. Your council sponsors candidates in various campus contests and pageants. The council also functions through various committees: social, cultural, food and housing, publicity. The councils are responsible for enacting and enforcing any additional regulations pertaining to the Commons Areas that are needed to complement or supplement rules already enacted—such as quiet hours, line-cutting, etc.

RULES AND REGULATIONS

Room changes are permitted only as authorized by the head resident and the Housing Office.

Residents are responsible for all *property*, both their own and the University's, in the room assigned to them. A resident who causes damage or permits damage to occur will be required to pay for restoration of the damaged area or articles. All residents of a room are jointly responsible for the room, and if it cannot be established which resident caused damages, all residents of the room will be held equally responsible for sharing costs.

West Virginia University Residence Halls are for the appropriate use of WVU students, WVU employees, and their guests.

They are primarily intended for use by freshmen, who are the only students required to live in them. Therefore, the policies that govern the residence halls are designed to aid freshmen in the sometimes difficult transition to university life. Sophomores, juniors, and seniors voluntarily choose to live in University-supervised residence halls and thus voluntarily accept these policies.

Individuals violating WVU rules and regulations or municipal or state laws will be referred immediately to University and/or civil authorities for appropriate disciplinary action.

WVU identification may be required at any time within the halls.

For safety reasons, nothing may be thrown from a residence hall *window*. Students likewise are expected to refrain from leaning out of windows. If there are screens in your windows, they are not to be removed. At The Towers the windows may not be opened.

No *pets* are permitted in the residence halls. Pets often cause problems in regard to allergies, odors, noise, feeding, shedding, house breaking, and fear of animals by some residents and maids.

Alcoholic beverages, including 3.2 beer, may be neither stored nor consumed in residence halls. Dangerous drugs and narcotics as defined and prohibited by State statutes also are prohibited in residence halls. Firearms, weapons, fireworks, gasoline, flammable liquids, explosives, and volatile chemicals (any substance which is highly combustible or explosive) are not permitted in residence halls.

The *theft* or intentional destruction of property belonging to the residence hall or any person in the residence hall is prohibited. Vandalism, including marking on residence hall structures and furniture, tampering with the elevators, and improper use of the fire extinguishers, is forbidden. The cost of repairing damage caused by vandalism is reflected in higher room and board rates and reduced services. The University and the residence halls assume no responsibility for theft, damage, or destruction of personal belongings in or on residence hall properties.

Tableware or food is not to be removed from the dining room. The board rate is not calculated to provide residents with extra snacks or food items to take out of the dining room. Dining room plates, cups, glasses, silverware, and other tableware are used to serve all residents of the hall. Taking tableware from the dining room deprives others of its use and results in the use of money allocated for food purchases to replace missing tableware.

All residence halls will close at a previously announced hour. After *closing hour* only the residents of that hall will be permitted to remain in the hall or to use its facilities. All guests, except those registered as overnight guests, must leave the building at closing hour.

All students are expected to inform someone in their residence hall if they intend to remain away from the hall *overnight*. This rule may be complied with by informing your resident assistant, head resident, roommate, or suitemate (if any) as to where you will be. This information will be used only if an emergency arises which requires getting in contact with the student.

Overnight guests of the same sex are permitted only on Friday and Saturday nights. It is the responsibility of the host or hostess to register their guest(s) at the main office. Guests are expected to maintain all the rules of the hall and the host or hostess is responsible for the behavior of the guest. A University student of the same sex may stay overnight as a guest of a resident for purposes of study on week nights and must register.

Guidelines for *Open House*, the times during which residents of the opposite sex may visit each other in the residence hall rooms, will be made available to the residence halls' officers early in the semester.

In case of a *fire alarm* or *bomb threat*, whether or not such alarm or threat is genuine, all persons in the residence hall are required to leave the building when notification of such an event is made by a member of the residence hall or University staff, or by the use of a mechanical alarm system. Turning in false fire alarms, or reporting false bomb threats, is expressly prohibited by state law and any person found violating these laws will be reported to the proper authorities for prosecution. Students also are prohibited from tampering with the fire extinguishers or other fire equipment. State law requires that these extinguishers always be in condition for use.

FIRE DRILL INFORMATION

If a fire is detected, you should:

- (a) set off the nearest fire alarm,
- (b) call or go to the dorm office and inform the staff member on duty about the nature and location of the fire.

(If you can't locate the staff member on duty, any staff member may assume responsibility.)

DO NOT call the University Operator or the Morgantown Fire Department. The staff member will take care of reporting to the appropriate persons. Once you have reported, evacuate the building.

The following procedures must be followed by every resident every time the alarm goes off:

1. You *must* leave the building via the exit designated by the staff member on your floor. This exit will be pointed out to you upon your arrival as a resident in the hall.
2. Prior to leaving your room when the alarm goes off
 - A. Turn on the overhead lights
 - B. Close your windows

- C. Put on a full length coat (not a robe)
 - D. Put on shoes (not bedroom slippers)
 - E. Carry a large towel for head and face protection against flames and smoke
 - F. Close your door as you leave but be sure it is not locked
3. Walk calmly (don't run) to the exterior of the building via your assigned exit.
 4. Be sure the stairway door is closed behind you if no other residents are following you.
 5. Do not return to the building (even though the fire alarm stops ringing) until the signal is given by the staff member in charge.

Treat a fire alarm as though a serious condition exists. You will have no indication which is a real alarm and which is a drill.

The resident assistant, or someone appointed by the head resident to act in the absence of the staff member, will see that all residents have evacuated and will report to the head resident, who will remain in the central lobby. The head resident will report to the fire chief that the building is evacuated and will leave also. All staff and residents will remain outside the building, far enough away so that they do not impede the work of the firemen, until the fire chief tells the head resident that the building may be re-entered. The head resident will then inform the residents that they may return to their rooms.

If you detect a very minor fire, you may try first to put it out with the nearest fire extinguisher. If this one fire extinguisher fails to extinguish it, then you must use the above-described procedure. If the fire extinguisher does succeed, you still must report immediately to the staff member on duty so that a qualified staff member can check your decision that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly.

Finally, you must be aware that false alarms are taken very seriously by University officials. False alarms are serious and very immature acts, but are especially serious when so many persons live under one roof. Therefore, persons who are found guilty of setting off a false alarm will be prosecuted to the full extent of the law (which may include both a fine and a prison sentence) and violators are subject to suspension from WVU.



HAIL, WEST VIRGINIA

Let's give a rah for West Virginia, and let us pledge to her anew,
Others may like black or crimson, but for us it's Gold and Blue—
Let all our troubles be forgotten, let college spirit rule,
We'll join and give our loyal efforts
For the good of our old school.

It's West Virginia, it's West Virginia,
The pride of every mountaineer,
Come on you old grads, join with us young lads
It's West Virginia now we cheer! (rah! rah!)
Now is the time boys to make a big noise
no matter what the people say—
For there is naught to fear, the gang's all here,
So hail to West Virginia hail!

MOUNTAINEER FIGHT SONG

Fight! Fight! Fight! Fight! Mountaineers—
We're here to cheer for you.
Take that old ball down the field—
We're putting all our faith in you—
Play that team right off its feet—
You can't be beat we know—
And when the game is through we'll cheer for you
West Virginia, West Virginia, rah!

ALMA MATER

Alma, our Alma Mater, the home of Mountaineers,
Sing we of thy honor, everlasting through the years,
Alma, our Alma Mater, we pledge in song to you,
Hail, all hail, our Alma Mater, West Virginia U.!

WEST VIRGINIA UNIVERSITY
Established February 7, 1867



...add to your faith virtue, and to virtue knowledge.

—2 Peter 1:5